

# Smart Pack



Aviation Operations  
Kadena Air Base Okinawa, Japan

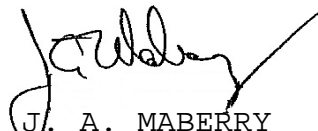
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## FORWARD

This Marine Wing Liaison Kadena (MWLK) Smart Pack is designed to provide key operational and logistical information to U.S. Marine Corps and U.S. Navy squadrons intending to deploy to Kadena Air Base (KAB) Okinawa, Japan. MWLK is a support organization established at KAB by the Commanding General, 1<sup>st</sup> Marine Aircraft Wing (1<sup>st</sup> MAW). MWLK's mission is to provide comprehensive aviation support to deployed and transient 1<sup>st</sup> MAW and 7<sup>th</sup> Fleet rotary and fixed wing aircraft operating in and out of KAB. In addition, MWLK provides essential liaison with the U.S. Air Force's 18<sup>th</sup> Wing and the U.S. Navy's Commander Fleet Activities Okinawa (CFAO), which are located aboard KAB.

While your squadron/detachment is operating aboard KAB or simply visiting as a transient activity, MWLK will provide essential facilities and functional area support to ensure the safe, effective, and successful conduct of your deployment or transient sortie. As the executive agent for the Commanding General of 1<sup>st</sup> MAW, I have compiled this Smart Pack to assist you in familiarization with the operational "play book" for conducting aviation operations while deployed to KAB. This document will outline your responsibilities and MWLK's support role in such operational activities as the KAB flight and range scheduling process. The information provided herein is comprehensive and will facilitate maximum utilization of the many aviation-training ranges located in the vicinity of Okinawa. Moreover, valuable information on noise abatement policy and ordnance operations is provided to facilitate safe conduct of training. Lastly, we have provided important reference to web based information sources, which will provide your aircrews and support personnel with critical 18<sup>th</sup> Wing operational instructions. This Smart Pack is a living document and will be revised as required. The latest version can be located by accessing the 1<sup>st</sup> MAW web site and clicking on the MWLK link.

We hope that your deployment is a professionally rewarding experience. The Marines and Sailors of MWLK look forward to providing your squadron with exceptional support and hope our efforts will facilitate a successful stay at Kadena Air Base.

  
J. A. MABERRY  
OIC MWLK

**TABLE OF CONTENTS**

|  |    |
|--|----|
| <b>MWLK Mission Statement</b>                            | 3  |
| <b>MWLK Assistance</b>                                   | 3  |
| <b>MWLK Administration and Logistics Section</b>         | 4  |
| Billeting Management                                     | 4  |
| S-4 Section  | 6  |
| S-4 Embarkation Support (K-5 Right Operations)           | 8  |
| Information Systems Coordinator (ISC)                    | 9  |
| LAN Drops  | 9  |
| Kadena Domain  | 9  |
| Deployment Completion                                    | 9  |
| Web Based Links  | 10 |
| Manning and Personnel Augmentation Requirements          | 10 |
| Security of Classified Material and SiproNet Accounts    | 11 |
| 18 <sup>th</sup> Wing Base Services                      | 12 |
| <b>MWLK Operations Section</b>                           | 13 |
| Operations Section Support Functions                     | 13 |
| Transient Aircraft and Personnel Support Request (TAPSR) | 14 |
| Ordnance Section Support Functions                       | 16 |
| Hazardous/Explosive Cargo                                | 22 |
| KAB Flight Line Security                                 | 22 |
| General Aviation Information                             | 23 |
| Okinawa Training Ranges                                  | 27 |
| <b>MWLK Motor Transport Section</b>                      | 28 |
| Motor Transport  | 28 |
| Garrison Mobile Equipment (GME) Support                  | 28 |
| Tactical Support   | 28 |
| Military Heavy Equipment (MHE) Support                   | 29 |
| Rental Vehicles  | 29 |
| Private Motor Vehicle (PMV) flight line Pass             | 29 |
| Licensing Procedures                                     | 30 |
| Aircraft Refueling Operations                            | 30 |
| Hazardous Material Assistance (Hazmat)                   | 31 |
| <b>MWLK Support Equipment Detachment (SED)</b>           | 32 |
| Equipment Availability                                   | 32 |
| SE Facility  | 32 |
| SE Issue   | 33 |
| SE Refueling   | 33 |

**MWLK Smart Pack****MWLK Support Equipment Detachment (SED) cont.**

|                            |    |
|----------------------------|----|
| Cryogenics                 | 33 |
| SE Limitations             | 33 |
| Deployment Support Request | 33 |
| Augment Personnel          | 33 |
| SE Check-in                | 34 |

**Appendices**

|  |    |
|--|----|
| A Map of Kadena Air Base   | 34 |
| B MWLK Phone Directory   | 36 |
| C Building 762, Hangar 3 Diagram   | 38 |
| D Building 3440, Flight Line Maintenance Diagram   | 39 |
| E Entry Authorization List (EAL) Roster Format   | 40 |
| F Explosive Clearance Worksheet  | 41 |
| G Joint Committee, Noise Abatement Memorandum<br>dated 26 Mar 96   | 42 |
| H Daily Ordnance Load Spot Request   | 45 |
| I Letter of Procedures between 18 <sup>th</sup> Operations Support<br>Squadron (18 OSS/OSAM) and deployed squadron | 46 |
| J SIPR Access at Kadena Air Base (KAB)   | 48 |
| K MWLK Facilities and Flight-line Area   | 49 |
| L (TAPSR) Transient Aircraft and Personnel Support<br>Request form   | 50 |

|                   |           |
|-------------------|-----------|
| <b>References</b> | <b>52</b> |
|-------------------|-----------|

## **MWLK Smart Pack**

### **MWLK Mission Statement**

Marine Wing Liaison Kadena provides comprehensive operational and logistical support to local and deployed U.S. Marine Corps and U.S. Navy squadrons operating at Kadena Air Base (KAB) Okinawa, Japan, and, facilitates essential liaison with the U.S. Air Force's 18<sup>th</sup> Wing and the U.S. Navy's Commander Fleet Activities Okinawa (CFAO), which are located aboard KAB.

### **MWLK Assistance**

This Smart Pack will provide essential information to U.S. Marine Corps and U.S. Navy squadrons intending to deploy to KAB. This information will assist squadron commanding officers/detachment OICs and other key personnel with their objective of maximizing aviation training during their unit deployment. MWLK remains "**in the lead with support**" and is prepared to assist in any way during your stay at KAB. The MWLK staff stands ready to provide assistance with all logistical and operational support activities prior to and during your deployment. Appendix A provides a topographical map of KAB for your familiarization.

Coordination for your deployment can be enhanced by contacting the below primary points of contact (Appendix B) at MWLK:

### **MWLK Points of Contact**

| <b>Title</b>              | <b>Number</b> |
|---------------------------|---------------|
| OIC                       | 632-7148      |
| AOIC/SNCOIC               | 634-3858      |
| SED SNCOIC                | 634-8396      |
| SED Chief                 | 634-6575      |
| SED Duty NCO/PO           | 634-6477      |
| SED Duty Keys after hours | 090-6861-4902 |
| Operations Chief          | 090-6861-4901 |
| Operations NCO            | 634-2079      |
| Operations FAX            | 634-1317      |
| Ord Chief                 | 634-6193      |
| MT/MHE Chief              | 632-6175      |
| MT Dispatcher             | 634-2125      |
| Admin/ISC                 | 632-6242      |
| Barracks Manager          | 632-7151/2    |
| Logistics NCOIC           | 634-3463      |
| Hangar Bay                | 632-7154      |
|                           | 634-4185/6    |

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HazMat Coordinator

SDO Cell Phone

DNCO

FAX

634-6242

090-6861-7285

090-6861-7101

634-4405

**MWLK Administration and Logistics Section**

The MWLK administration and logistics section consists of personnel, whom provide administrative assistance, billeting management, logistics support and assistance, ISC assistance and assistance with handling of classified materials. The following information is provided relative to administration and logistics support:

- **Billeting Management.** The MWLK billeting manager is responsible for coordination and arrangement of military and commercial billeting for deployed squadron/detachment enlisted and officer personnel deploying to Kadena Air Base. The following information is provided relative to billeting at KAB and other establishments on Okinawa:
  - **Billeting on Okinawa.** Billeting requirements are coordinated with the Navy Combined Bachelor Housing (CBH) office by the MWLK billeting manager. MWLK has priority in utilizing BOQ 521, and Bachelor Enlisted Quarters (BEQ) 1449 and 1450. The Navy CBH office will provide overflow billeting to MWLK in the Navy BEQ on request, based on availability. If there is non-availability in the Navy BEQ, the billeting manager will coordinate with U.S. Air Force lodging on KAB, Marine Corps Community Services (MCCS) billeting located on Camp Foster or MCAS Futenma on their availability. When no additional military billeting beyond designated MWLK transient billeting is available, the MWLK billeting manager will outsource billeting to commercial establishments when approved in support of deployments. The MWLK barracks manager controls room assignments for enlisted personnel. The barracks manager and the front desk must approve any changes in room assignments. A weekly walk-through inspection will be conducted by the MWLK barracks manager and deployed unit representative. The following is important information for obtaining billeting aboard KAB:
    - **Method of Payment:** The Navy CBH and MCCS will accept individual payments by cash or credit.

## **MWLK Smart Pack**

Unit bills can also be paid by credit card, MIPR, or a DD1149. Navy CBH must receive payment of the unit bill prior to arrival or upon arrival. U.S. Air Force lodging will only accept cash or credit card; therefore, unit bills can only be paid with a credit card.

- **Room Rates:** Navy CBH charges per bed space, per night are as follows: VIP \$16, BOQ \$14, senior SNCO \$14, and E-6 and below \$8. E-5 and below sharing rooms will share cost and pay \$4 each. U.S. Air Force lodging room charges vary from \$21 to \$35 per night. MCCA rates vary from \$10 to \$20 per night.
- **Check-in procedures for all personnel:** If the Habu Hilton has received a form of payment (i.e. MIPR, DD1149) for the unit prior to their arrival, an Officer or SNCO representing that unit can pick up all keys for that squadron provided they coordinate with the Barracks Manager in advance. If unit payment has not been received, personnel must check in individually to provide the front desk with their government credit card information.
- **Checkout procedures for all personnel:** All rooms utilized by deployed personnel will be left in a good state of police prior to checking-out. The Detachment SNCOIC or designated SNCO will accompany the barracks manager to check the rooms for cleanliness and damage. The common areas such as lounges, hallways and heads will be in a good state of police prior to the squadron checking-out. Furniture inside the rooms and lounges must be positioned in their original location. No furniture is to be removed from the lounges or rooms at any time. Deployed squadron personnel will check out on an individual basis to ensure keys are turned in, videos are returned and/or fees are paid, and room payments have been made.
- **Rooms for SNCOs:** There are very few single rooms available for SNCOs. Senior SNCOs will have priority and they will be assigned a SNCO room on

## **MWLK Smart Pack**

a seniority basis.

- **Barracks Duty:** Squadrons deployed to KAB will establish and orchestrate their own duty sections within the billeting area. The Squadron duty watch can utilize the MWLK duty hut, which is located on the first deck lounge next to room #131, building 1450. MWLK duty watch can assist deployed squadrons/detachments with administrative concerns. All personnel with visitors will check-in with their respective squadron DNCO in accordance with squadron directives. Deployed unit SNCOs and Officers are responsible for maintaining discipline and monitoring the welfare of their personnel living in the barracks.

### ○ **Additional information pertaining to the barracks:**

- Parties, horseshoe throwing, volleyball, music, etc. are all permitted between 1200 and 2200 daily.
  - Barracks #1449 and 1450 are equipped with washers, dryers, and ice machines.
  - All rooms are equipped with TVs, stereos, coffee machines, DVD/VCR combos, microwaves, and irons.
  - Movie videos and DVDs can be checked out for free for 24 hours from the Habu Hilton front desk. A \$2.00 charge will be assessed to their room account if movies are not returned within 24 hours.
  - The Liberty Lounge located next to the north end of barracks #1450 offers amenities for visiting squadrons (i.e., computers, lounge, big screen TV, etc.).
  - Promptly report all maintenance problems to the Habu Hilton front desk or MWLK barracks manager for action. Follow-up if problem is not fixed within 24 hours.
- **S-4 Section.** The MWLK S-4 will assist deployed units with check-in/check-out of MWLK facilities and assists with



## **MWLK Smart Pack**

logistical and embarkation support functions. The squadron/detachment S-4 SNCO/representative is required to check-in with the MWLK AOIC and MWLK S-4 section NCO upon arrival to ensure check-in and assignment of MWLK facilities. The S-4 section NCO will provide deployed unit personnel with assigned workspaces in the following MWLK facilities:

- o **Buildings 762 (Hangar #3) and 3440 (Flight Line Maintenance).** Hangar #3 is located on the northeastern side of the airfield across from the 18<sup>th</sup> Wing Security Force. The hangar deck is approximately 22,725.5 square feet. Hangar 3 can be used for any aircraft maintenance/repair activity or aircraft parking. The hangar bay is equipped with 120/208 AC power and compressed air for pneumatic tool operation.
- o **Office/Work Spaces.** Forty (40) various size office spaces are available on the north and south sides of hangar #3. Appendix C outlays available office spaces which deployed personnel will be assigned upon check-in. Each office space will be arranged with desks, chairs, and other necessary office furnishings. These spaces have a significant number of computer connection outlets, which provide voice, data and fiber optic capability. The hanger also has a large Ready Room/Briefing Room and is equipped with an AN/GRC-171 BU4 radio system for in-flight aircraft communications via the Flight Duty Officer (FDO) for the deployed unit. Office spaces are also available in building 3440 (see Appendix D) but are used by maintenance detachment personnel. Large maintenance work areas are also available in building 3440 for heavy aircraft repair operations. Building 3440 is equipped with one (1) AN/GRC-171 BU4 radio system to enable communications with Hangar #3 Ready Room/Briefing Room.

These office spaces will be provided to squadron personnel in a clean and orderly state. During the unit checkout process, MWLK will require that these spaces be cleaned and returned in the same state as received. The visiting squadron will be responsible for daily cleaning of the office spaces, workspaces, and heads. Weekly field days are performed on Thursdays. All cleaning gear can be obtained from the MWLK S-4 NCO. Field days will include; non-abrasive cleaning of the walls, sweeping and mopping decks,

## **MWLK Smart Pack**

cleaning all desks of trash, table tops wiped down, glass windows cleaned, heads cleaned, and cleaning the hangar deck when major aircraft repairs have been conducted. Biologically safe-cleaning compounds will be used because the drainage system flows directly into the civilian community water system. Units are responsible for clean up and disposal of their HAZMAT in accordance with OPNAVINST 5100.23. Spill kits can be checked-out through the MWLK Hazardous Material (HazMat) program coordinator. The 1<sup>st</sup> MAW DOSS may conduct HazMat inspections during deployments.

- **Trouble reports.** All damaged or inoperative equipment must be reported to the MWLK S-4 NCOIC immediately.
- **S-4 Embarkation Support (K-5 Right Operations).** The MWLK S-4 provides embarkation support and assistance for deployed squadrons/detachments at the KAB flight line embarkation area, K-5 Right. The following describes MWLK S-4 embarkation support and procedures:
  - Deployed unit personnel will coordinate embarkation support with the MWLK logistics/embark NCO of the S-4 section.
  - Assistance will be provided for any transition of cargo and pallets to be staged/loaded/unloaded at the KAB embarkation area, K-5 Right.
  - K-5 Right is located off the south side of the flight line perimeter road (Peace Rd), adjacent to the flight line fire station.
  - To conduct embarkation operations, notify the MWLK logistics section no less than six (6) hours prior to arrival and twenty-four (24) hours prior to all outbound missions, regardless of the size or amount of cargo.
  - Deployed units are responsible for providing adequate dunnage for all 463L pallets, three (3) pieces of dunnage for each pallet.
  - Coordinate with the MWLK logistics section twenty-four (24) hours prior to departure time to ensure cargo/pallets pass a joint inspection (JI) in accordance with DOD 4500.9-R.

### **MWLK Smart Pack**

- o All cargo will be palletized; load plans completed, and all hazardous materials certified for transport. The squadron logistics representative will be present during the JI with keys (or combination) to locked boxes or shipment containers.
- **Information Systems Coordinator (ISC).** The MWLK ISC will provide computer assistance for deployed squadrons/detachments upon arrival at KAB. Guidance on computer set up and taking the required competency test prior to connection through the 18<sup>th</sup> Wing LAN will also be provided upon check-in. If the squadron would like to have their laptops or computers added to the Kadena domain, they must meet the following criteria:
  - o Must have Microsoft Windows 2000 professional as the operating system.
  - o Must have Norton anti-virus corporate edition installed.
  - o Must have Internet Explorer 6.0 installed.
  - o The computer name as well as the TCP/IP will have to be changed to satisfy requirements set by the 18<sup>th</sup> Wing Commander.
- **LAN Drops.** Any laptops or computers that need a KAB LAN drop have to be brought to the MWLK ISC (WGM) first, even for Internet access. It is not acceptable to hook up your computer to KAB LAN since the computer will be detected by the KAB firewall and manually taken off the LAN. It is advised that you bring your own ISC personnel with you during deployment since MWLK may not have school trained ISCs.
- **Kadena Domain.** All users requesting to be added to the KAB domain are required to successfully complete a computer users test before they can be issued a user log in name. This is an 18th Wing Commander requirement and only the U.S. Air Force user's test will be accepted. Tests that are taken and administered by another military branch of service will not be accepted. If you have been deployed to MWLK previously and taken this test, please provide a copy of your test to the MWLK ISC. The MWLK ISC will keep test results for inspection purposes.

## MWLK Smart Pack

- **Deployment completion.** Upon completion of a unit deployment, 18th Wing Communications will delete user passwords, names, and accounts of all personnel.
- **Website based links.** The following are websites that can be visited to gather important operational and administrative information.
  - MWLK has established it's own website at <http://www.1maw.usmc.mil/mwlk>.
  - The MWLK website can also be accessed through the 1<sup>st</sup> MAW website by entering <http://www.1maw.usmc.mil/>.
  - The III MEF Liberty Campaign Plan can be accessed at <http://www.mcbbutler.usmc.mil/>
  - Weather information can be accessed using the following guidelines:
    - Go to <http://www.kadena.af.mil/>
      - Under "**Quick Links**," click on "**Weather**."
      - Point cursor over the "**Mission Execution Forecast**" link at the top of the web page.
      - Click on "**Fighter**."
- **Manning and Personnel Augmentation Requirements.** MWLK operates under WgO 3120.5, the MWLK Standing Operating Procedures (SOP), and several Inter Service Support Agreements (ISSA) with the U. S. Navy and U.S. Air Force. These documents mandate personnel requirements from within 1<sup>st</sup> MAW to fill the MWLK and other required billets mandated within the ISSAs. **These ISSA billets cannot be gapped!** MWLK has no official Table of Organization (T/O) and all personnel are sourced from existing 1<sup>st</sup> MAW structure. The below listed personnel requirements, which are only a portion of the personnel listed in WgO 3120.5, must be provided by deploying units upon arrival at KAB i.e., augment to the advanced party:
  - One (1) MOS 7041 to work in MWLK Operation Section in support of the squadrons aircraft flight scheduling and other operational activities.

**MWLK Smart Pack**

- o Two (2) LCpls or below to augment the Barracks Management Team (Bldg #1449 and #1450).
- o One (1) MOS 6073 and one (1) MOS 6072 to augment SED for duty immediately after arrival.
- o One (1) plane captain when AV-8B aircraft are operating aboard KAB.
- o One (1) plane captain when EA-6B aircraft are resident in theater.

Your unit may be tasked to fill other longer-term personnel requirements such as critical plane captain billets, which are required at the 18<sup>th</sup> Wing Transient Alert Line. These billets are critical for support to transient and local aircraft.

- **Security of Classified Material and Siprenet Accounts.**

MWLK has a Security Manager that can assist your personnel as follows:

- o MWLK can provide deployed units a safe for storage of classified material and equipment. The requirements for proper security rest with the visiting squadron and will be monitored by the MWLK Security Manager to ensure compliance with WgO 5510.5E.
- o Units are responsible for the disposal of their own classified materials. Units need to make liaison with the MWLK Security Manager to ensure proper disposal of classified material.
- o Deployed squadrons/detachments will ensure all classified materials are collected from the safe prior to redeployment.
- o Prior to redeployment, squadrons/detachments must ensure the MWLK Security Manager has verified that classified material has been properly disposed of or collected by the squadron security manager, the safe combination has been given to the MWLK Security Manager and the safe secured.
- o SIPR Access at Kadena Air Base (KAB) outlined in Appendix J.

## **MWLK Smart Pack**

- **18<sup>th</sup> Wing Base Services.** The U.S. Air Forces 18<sup>th</sup> Wing located aboard Kadena Air Base will provide the following services to deployed squadrons/detachments:
  - **18<sup>th</sup> Medical/Dental Group.** The 18<sup>th</sup> services medical/dental clinic is located in building 626 across from the Johnson Dining Facility. The phone number is 630-4817.
  - **Enlisted Dining Facilities.** There are four enlisted dining facilities aboard Kadena Air Base:
    - **Marshall Dining Facility** is located in building 170 along Kuter Boulevard adjacent to the bowling alley. The hours of operation are as follows:

|                     |                      |
|---------------------|----------------------|
| Monday - Saturday   | Sundays and Holidays |
| Breakfast 0530-0800 | 0630-1300            |
| Lunch 1030-1300     |                      |
| Dinner 1600-1930    | 1400-1900            |
| Midrats 2200-0030   | 2200-0030            |
    - **Johnson Dining Facility** is located in building 843 across from the 18<sup>th</sup> Operations Group. The facility opens on Monday at 0500 and remains open 24 hours a day until Friday evening at midnight. Closed Saturdays, Sundays and Holidays. Midrat meals can be arranged by calling the Marshall Dining Facility on an as needed basis at 634-1900.

|           |           |
|-----------|-----------|
| Breakfast | 0600-0830 |
| Lunch     | 1100-1330 |
| Dinner    | 1630-1900 |
| Midrats   | 2200-0100 |
    - **Quick Turn-Inn** is located on the flight line behind the Fire Department and walking distance from the MWLK maintenance building 3440. The hours of operation are as follows:

## **MWLK Smart Pack**

| Monday - Thursday |           | Friday    |
|-------------------|-----------|-----------|
| Lunch             | 1030-1430 |           |
| Dinner            | 1630-1830 | 1600-1900 |
| Midrats           | 2130-0630 |           |

- o **Habu Hilton.** For personnel billeted at the Habu Hilton, a continental breakfast is provided at the front desk between the hours of 0600-0900, Monday through Saturday.
- o **Officer Dining Facilities.** The Kadena Officer's Club, (less than half a mile from the BOQ), is open for breakfast, lunch, and dinner. The hours will vary on holidays and special events. The club has a schedule of events in the lounge area that lists all hours of operation for the current month.
- o **Dress Code.** Personnel must wear uniforms or appropriate civilian attire when dining at Marshall, Johnson and Strickland facilities. Coveralls may be allowed at the discretion of the mess hall manager in dining facilities if clean and serviceable.

## **MWLK Operations Section**

MWLK has an Operations Section consisting of an Operations Chief, Ordnance Chief, and Operations Clerk. These individuals provide extensive operational support for all U.S. Marine Corps and U.S. Navy aviation units operating at KAB. The Operations Section is responsible for coordinating all aviation related activities between the 18<sup>th</sup> Wing and 1<sup>st</sup> MAW and/or 7<sup>th</sup> Fleet fixed and rotary wing flying squadrons. Assistance and coordination will be provided for such support activities as flight and range scheduling, ordnance operations, Transient Aircraft and Personnel Support Request (TAPSR), prior permission requests (PPRs), VIP flights and ground transportation, 18<sup>th</sup> Wing aviation facilities usage, hot pit refueling, aircraft hardstand parking, flight line access and all other flight line related operations. The Operations section can be reached at 634-2079, 634-1317 and 632-6175.

**Operations Section Support Functions.** The following operational support functions are provided by the MWLK Operations Sections:

## **MWLK Smart Pack**

- **Transient Aircraft and Personnel Support Request (TAPSR).**  
The TAPSR is an MWLK request form for coordinating transient USMC / USN aircraft arrivals and departures at Kadena Air Base (KAB). **KAB is a Prior Permission Request (PPR) air facility. Before the arrival of any aircraft at KAB, a PPR must be submitted through MWLK to Base Operations.** The (TAPSR) provides the means to gain Prior Permission Requests (PPR) for KAB. See Appendix L for the TAPSR form and instructions. **On weekends, holidays, and after hours (1630) PPR's can be obtained directly from 18<sup>th</sup> Wing Base Operations by calling 634-3118.** A separate PPR must be submitted for each flight of aircraft arriving at KAB. PPR's must be submitted NLT 24 hour prior to arrival but NET 72 hours prior to arrival. Units/squadrons deploying to KAB are only required to submit PPRs for arrival to KAB one time per aircraft, upon first arrival for that deployment. Thereafter, deployed units are treated as home based units and no longer are required to submit PPRs for flight operations in/out of KAB. However, once on deck at KAB if a squadron aircraft is scheduled for a cross-country flight to another location for more than a day and not return to KAB a PPR must be obtained. Changes in approved PPRs will be routed through the MWLK Operations Section. Without a PPR, aircraft risk being diverted and PPR violations may be issued. Guidance on PPRs can be found in the 18<sup>th</sup> Wing Instruction 13-203, KAB Noise Abatement Policies and Procedures, Chapter 6, available for review on the KAB website at <http://www.kadena.af.mil/>, located under 18<sup>th</sup> Wing publications.
- **KAB Course Rules and Air Traffic Control (ATC) briefs.**  
Once squadron aircrews arrive at KAB, all aviators must attend the KAB Course Rules and Air Traffic Control (ATC) briefs prior to conducting local flight operations. Squadron Operations Officers can contact the **MWLK Operations Chief/Clerk (634-2079/634-1317) or MWLK OIC (632-7148)** prior to deployment to schedule the briefs. 18<sup>th</sup> Wing Operations Group (OG) will provide a fixed or rotary wing aviator (depending on the squadron) and possibly an air traffic controller to present the briefs to visiting units. POC's for the 18<sup>th</sup> OG fixed and rotary wing briefers are; 634-5853 and 634-5916, consecutively. **These briefs are mandated by the Commanding General, 1<sup>st</sup> MAW for all deployed units and a roster will be signed by attendees.** Complete information on ATC and Airfield Management procedures can be found in the 18<sup>th</sup> Wing Instruction 13-201, ATC and Airfield Management and are available for review on



#### **MWLK Smart Pack**

the KAB website at <http://www.kadena.af.mil/>, located under 18<sup>th</sup> Wing publications.

- **1st MAW Air Operations SOP.** The Current Operations Officer (COPSO) of G-3 can be contacted for specific regulations regarding air operations mandated by 1<sup>st</sup> MAW. The COPSO can be reached at 645-7725.
- **Letter of Procedure (LOP).** A LOP must be established between the deployed squadron/unit and 18<sup>th</sup> OSS Base Operations. This LOP is Appendix I must be submitted immediately upon arrival at KAB by the visiting squadron.
- **Flight scheduling.** MWLK Operations Section will provide liaison as required between the deployed squadron and 18<sup>th</sup> Operations Support Squadron (OSS) Base Operations for flight scheduling. After the required LOP at Appendix I is submitted to 18<sup>th</sup> OSS Base Operations and is on file for the duration of the deployment, flight schedules can be faxed to 18<sup>th</sup> OSS Base Operations (Fax # 634-2493/voice # 634-3118) by the Squadron Operations Officer. Flight schedules are due to 18<sup>th</sup> OSS Base Operations by 1600 daily for the following day's flights. Saturday, and Monday flight schedules are due by 1600 on Friday. Once faxed, a follow-up phone call is required to verify receipt and ensure 18<sup>th</sup> OSS is processing the request for the next day's flight activities. Once the flight schedule is published, deployed units must provide a copy to the MWLK Operations and Motor Transport Sections. **Units requesting Sunday flight operations will have to contact the MWLK OIC (DSN 632-7148) for approval through the 18<sup>th</sup> Wing OG Commander by Friday. Sunday flight operations are prohibited in most cases unless designated as a real world contingency or critical operation.**
- **Flight Plans.** A flight plan (DD Form 1801) is mandatory for all aircraft arriving and departing KAB in a transient status. Flight plans will be filed not less one than hour or no more than twenty-four hours before departure. Flight plans must contain the following items:
  - ☒ Number and type of aircraft.
  - ☒ Call sign(s).
  - ☒ Estimated time of departure.

#### **MWLK Smart Pack**

- ☒ Estimated time of enroute.
- ☒ Pilot's name.
- ☒ Fuel.
- ☒ Area of Flight (Kadena North, Kadena South, Kadena East, ect).
- ☒ Approval authority.
- ☒ Local contact number.

More guidance on flight plans and scheduling can be found in the 18<sup>th</sup> Wing Instruction 13-201, Chapter 3, ATC and Airfield Management on the KAB website at <http://www.kadena.af.mil/>.

- **Typhoon aircraft sheltering.** In the event typhoon conditions require sheltering of aircraft, MWLK operations attends the KAB strike meetings, which are held to prioritize the sheltering of all aircraft aboard KAB. At typhoon condition TC-3 there will be a meeting at the 18<sup>th</sup> OSS MOC. This meeting is to notify key personnel a typhoon is within range of KAB. The 18<sup>th</sup> Wing Command Post will call and notify MWLK of the strike meeting time. MWLK is issued cell phones to ensure a rapid response to a recall, and the 18<sup>th</sup> Wing has those phone #'s for such situations.

A second meeting with the 18<sup>th</sup> Wing Maintenance Group will be held after the strike meeting, or at TCCOR-2 whichever the situation warrants to prioritize the sheltering of aircraft. All aircraft that are mission capable will fly out to designated safe havens. Aircraft that are not mission capable will be provided hangar space in the MWLK hangar #3 or other area.

- **Ordnance Section Support Functions.** The MWLK Ordnance Chief supports ordnance activities by providing liaison and coordination between the deployed unit's ordnance section and 18<sup>th</sup> Wing and 7<sup>th</sup> Fleet ordnance agencies aboard KAB. Many liaison and coordination functions are required to ensure safe and effective conduct of ordnance delivery to the many ranges surrounding Okinawa. The primary duties of the MWLK Ordnance Chief are as follows:

#### **MWLK Smart Pack**

- o Conducts ordnance in-briefs with deployed ordnance personnel to ensure 18<sup>th</sup> Wing regulations and procedures are understood.
- o Coordinates hardstand assignment for aircraft ordnance upload/download and other related activities.
- o Issues Ready Service Lockers (RSLs) to deployed units.
- o Ensures proper chaff/flare buildup procedures are followed in building 3440 (flight line maintenance).
- o Ensures ordnance personnel are qualified/certified to handle ordnance in accordance with MCO 8023.3.
- o Coordinates all 18<sup>th</sup> Wing and 7<sup>th</sup> Fleet flights in/out of KAB, which have explosive ordnance as cargo.
- o Contacts deployed unit ordnance crews in case of destructive weather.
- o K5R (DSN 634-2491) handles incoming and outgoing cargo. 733<sup>rd</sup> (AF) helps K5R with loading and downloading of hazardous cargo.
- o **Ordnance Chief's general responsibilities.** The MWLK Ordnance Chief is responsible for providing policy clarification; ordnance regulations enforcement; coordination for use of the munitions upload/download areas and ensuring ordnance is armed/de-armed in accordance with standing procedures. The 18<sup>th</sup> Wing Supplement to the U.S. Air Force Manual 91-201, Explosive Safety Standards, which outlines procedures for ordnance activities on the flight line can be reviewed in detail by visiting the 18<sup>th</sup> Wing website at <http://www.kadena.af.mil/>, located under associated units. 18<sup>th</sup> Wing, as the Air Base manager, has jurisdiction over all ordnance operations aboard KAB and requires MWLK to coordinate all ordnance activities for visiting units. At no time will deployed personnel circumvent MWLK liaison authority and communicate directly with any 18<sup>th</sup> Wing and 7<sup>th</sup> Fleet ordnance agencies. The following information is vital for conducting safe ordnance evolutions board KAB:

- Ensure deployed units will strictly adhere to all regulations governing the safe handling, storage,

## **MWLK Smart Pack**

build-up, and delivery of munitions.

- All deployed ordnance personnel must receive the operating procedures and safety lecture from the MWLK Ordnance Chief.
- All deployed ordnance personnel must be qualified/certified in accordance with MCO 8023.3. A copy of each individual's qualification/certification shall be provided to the MWLK Ordnance Chief.
- All deployed ordnance personnel who need access to the flight line or the munitions area must be on the unit Entry Authorized List (EAL) roster or have a U.S. Air Force restricted area access badge (AF Form 1199C). Both of which can be obtained through the MWLK Security Manager and Operations Chief.
- All deployed personnel operating vehicles or support equipment on the flight line will have a valid flight line competency card. This will be obtained through the MWLK MT/MHE Chief.
- All units deploying to Kadena Air Base are responsible for arranging their own storage, transportation, and shipment of small arms (Class V Munitions) by contacting the 1st MAW ALD-D at 645-2851. 18th Wing doesn't provide armory services to visiting units.
- MWLK has operational control of eighteen (18) hardstands. Appendix K is a map of MWLK hardstands and location from MWLK bld 762 hangar #3. Fifteen (15) sited for 1.3 and 1.4 munitions and three (3) sited for 1.1. Each of these hardstands can fit two (2) F/A-18s, AV-8Bs, F-14s, UH-1Ns, or AH-1Ws, but only (1) KC-130, CH-46, CH-53, or P-3 aircraft.
- While loading aircraft on hardstands 111, 113, and 115, hazard class signs will be on display on each hardstand that is being loaded.
- Net Explosive Weight (NEW) for hardstands 111, 113, is 3k, and 115, is 4k.

## **MWLK Smart Pack**

- Chaff and flare dispenser build-up is approved in the flight line maintenance building, 3440. A grounded table is available in the far left hand corner (facing 3440 from front) of the building for ordnance evolutions.
- MWLK has two (2) Ready Service lockers (RSLs) (buildings 3461, and 3463) located on the flight line for storage of 1.3 and 1.4 munitions. Coordinate key issue with the MWLK Ordnance Chief. Units will be responsible for providing their own personal protective equipment (PPE) for the RSLs.
- When forward firing ordnance is uploaded on aircraft parked on the hardstands, it shall be pointed towards the center and across the runway.
- Aircraft with rear firing flare pods will be parked on reverse heading, if there is no forward firing ordnance loaded.
- A complete ordnance loading team is required for each hardstand utilized.
- It is the deployed unit's responsibility to arrange for fire bottle placement prior to utilizing hardstand ordnance load spots.
- Deployed units must also maintain contact with U.S. Marine EOD (632-5143/634-5104/5/6 or cell 090-6861-4384) relative to on-going ordnance activities.
- Rotary Wing Ordnance operations are normally conducted on the Delta Taxiway. A maximum of four (4) per side for AH-1W for total of (8) or (5) per side for UH-1N for a total of (10) aircraft can utilize the Delta taxiway at any one time. The separation distance for AH-1W and UH-1N helicopters is 96 feet between centerlines.
- During explosive ordnance operations on the Delta Taxiway, all helicopters will park on the hardened aircraft surface, not the asphalt shoulders. Helicopters with forward facing

## MWLK Smart Pack

ordnance must face southwest, which is parallel with the runway and perpendicular with the taxiway.

- In accordance with reference (a), the following is the maximum allowable Net Explosive Weight (NEW) for Taxiway Delta:

| TYPE    | LOC   | 1.1 | 1.2.1 | 1.2.2 | 1.2.3 | 1.3 | 1.4         | NOTES |
|---------|-------|-----|-------|-------|-------|-----|-------------|-------|
| TAXIWAY | DELTA | 4K  | 2K    | 2K    | 1K    | 1K  | OP<br>LIMIT |       |

- In the event the Delta Taxiway is not available for use, helicopters may be authorized to utilize other ordnance hardstand load spots after coordination with the MWLK Ordnance Chief.
- Arming/De-arming shall be conducted **only** in designated areas. There are four (4) warm-up pads aboard KAB and each has different heading designations for arming/de-arming procedures.  
W/Pad 1 230°, W/Pad 2 070°, W/Pad 3 050°, W/Pad 4 230°
- Ordnance ground crews may utilize the taxiways or drive around the perimeter of the flight line to get to/from the arming/de-arming areas. **At no time should ordnance ground crews cross into radio-controlled areas.**
- Aircraft with hung ordnance will taxi to the end of the runway, then to warm-up pads 1, 2, 3, or 4 or as directed by the Control Tower for de-arming.
- Aircraft with gun jams on runway 23L will use warm-up pad 4 at the end of the runway. Aircraft landing on runway 5R will use warm-up pad 3 for clearing jammed guns. If the gun cannot be cleared, the aircraft will be shut down and towed to hardstand 125, located adjacent to the warm-up pad for maintenance.
- Simultaneous aircraft refueling and ordnance upload/download is prohibited aboard KAB. However, if more than one aircraft is parked on a hardstand, one aircraft can be fueled while the other is being upload/downloaded. Aircraft cannot be refueled during thunderstorm conditions

## **MWLK Smart Pack**

(Lightning within 5 miles).

- The only authorized ordnance in the refueling hot pits is training ordnance; ordnance containing only flash or impact signal cartridges, captive carry missiles with inert warheads and motors, internally carried pyrotechnics, aircraft peculiar cartridge actuated devices and de-armed internally mounted guns loaded with target practice ammunition. Decoy flares are not authorized in the hot pits!
- All daily ordnance load spot requests will be submitted via e-mail to the Ordnance Chief or delivered on a 3.5 floppy disk in the format provided in Appendix H. Requests will be submitted NLT 48 hours prior to the requested ordnance operation.
- The deployed unit's Ordnance Officer/Chief will submit all ordnance requests. Any revisions, deletions or additions will be submitted NLT 48 hours prior to the training evolution.
- Deployed squadron/detachment personnel are responsible for coordinating ordnance deliveries from the supporting MALS ordnance department or deployed Intermediate Maintenance Activity (IMA) ordnance section.
- Deployed unit ordnance personnel will provide the MWLK Ordnance Chief with a daily ordnance load spot request. It is the deployed units responsibility to make sure the NEW and HC/D is correct on the load request. MWLK Ordnance Chief will assist deployed squadrons on filling out the request, if NEW or HC/D is not known.
- For safety reasons, 18th Wing Base Operations will closely monitor the movement of ordnance aboard KAB. No vehicle will tow more than two trailers at any time. The towing vehicles are restricted to 15 MPH (24 KPH) base-wide.
- The most direct route to/from the aircraft will be used. Ordnance delivered to the Delta Taxiway from the Navy weapons area will be conducted via

## **MWLK Smart Pack**

the Entry Control Point (ECP) at the east end of runway 23L.

- Prior to movement of any ordnance, the MALS/IMA ordnance section will notify the flight line fire department at 634-6011/8399/8288 and provide ordnance information i.e., Net Explosive Weight, Hazard Class and Division, positioning and information on how long the ordnance will be staged on the hardstand load spot.
  - All ordnance evolutions will cease during destructive weather such as electrical storms and Typhoon Condition (TC) 2 and above.
- **Hazardous/Explosive Cargo.** The MWLK Ordnance and S-4 sections will assist with hazardous/explosive cargo movement/embark/debark operations in accordance with the following:
    - Prior to any aircraft landing with explosive cargo, (Hazard class 1.1 thru 1.4) the aircrew must first contact the Special Airlift Assignment Mission (SAAM) shop at 634-0007 FAX 634-1759. The aircrew needs to fill out an explosive clearance worksheet (Appendix F) and have it approved by the SAAM shop prior to departing for KAB.
  - **KAB Flight Line Security.** The MWLK Operations Section will assist deployed squadrons/detachments with flight line access. Compliance with the following important information is required to gain access to the flight line and other restricted areas at KAB:
    - Entry Authorization List (EAL). An accurate roster of all personnel must be submitted to the MWLK Operations Section prior to arrival at KAB. This roster will then be formatted and provided to the 18<sup>th</sup> Wing Security Group as the Entry Authorization List (EAL) for flight line access. The roster must be in excel format with the following information; First name, Last name, Middle initial, SSN#, Rank/Grade, Security Clearance or Interim, and Gender, in accordance with Appendix E, (EAL Format).



#### **MWLK Smart Pack**

- A military identification card will be displayed above the waist at all times while on the flight line.
- The squadron is responsible for providing ID cards holders for squadron personnel.
- The following are the **only exceptions** to the above rules when displaying ID cards:
  - Not required when personnel are within 25 feet of an operating aircraft engine.
  - Not required when personnel are working near or in the jet intakes of an aircraft.
  - Not required when personnel are working inside a hardened aircraft shelter with an engines-running aircraft.
- All squadron/detachment personnel challenged by 18<sup>th</sup> Wing security forces while in and around a restricted area must immediately be able to produce their identification card.
- Any dispute with the 18<sup>th</sup> security group will be first brought to the attention of MWLK Staff for resolution.
- **General Aviation Information.** The following general operational information is provided relative to KAB:
  - **Aircraft Operations and Maintenance.** The MWLK Operations and SED Sections will assist deployed squadrons/detachments with any operational and/or major aircraft maintenance activity required. Deployed units can performed in-depth maintenance within hangar 3 to include R&R of major components, engine swap-out, gearboxes, AMAD, etc. The flight line maintenance building is available for smaller scale maintenance activities. On occasion, U.S. Air Force hardened aircraft shelters (HAS) can be requested through the MWLK operations section.
    - C2 Training. Deploying units can coordinate command and control i.e., ground control intercept (GCI) with the following 18<sup>th</sup> Wing units: 623 ACF/call sign "Lightsword"/scheduling (DSN) 634-2939(voice), 634-5519(fax) or 961 AACS

## **MWLK Smart Pack**

(AWACS)/call sign "Cowboy"/ scheduling 634-8106/8115.

- o The following is important information relative to aircraft movement:
  - Prior to towing an aircraft on or across taxiway Lima, Kilo, Red Line, or to a hangar, coordinate with the MWLK Operations Chief at 632-6175. The MWLK Operations Chief will then forward such requests for approval to 18<sup>th</sup> Wing Maintenance Operation Center (MOC), 634-4139 and KAB Tower, 634-3843. The Transient Alert (TA) Line, phone #634-1418/1289, may provide a follow-me truck for these movements.
  - Movement of the aircraft must have prior authorization from the MOC, 634-4139. During hours of darkness, external wingtip lights or anti-crash lights must be utilized while towing aircraft. If this is not possible, a wing walker will utilize aircraft wands.
  - Flight line Safety is of primary concern at all times. During hours of darkness all personnel on the flight line will wear reflective belts. Each hardstand that has aircraft parked on it during hours of darkness will require a light or light unit positioned facing the aircraft.
  - There is an 8" yellow line in front of each hardstand. This line marks the wing tip clearance for large cargo aircraft that utilize the taxiway. No vehicles or gear may be parked outside the wing tip clearance line at any time. Immediately after aircraft departure, all hardstands must be cleared of all support equipment and maintenance gear.
- o **Aircraft Wash Racks.** There are two (2) wash racks available for aircraft aboard KAB. One is located on taxiway 4 on the Navy side (birdbath type). The other wash rack (fighter wash rack) is located next to taxiway 2 adjacent to the Corrosion Control Hangar. Units must coordinate with the TA Line prior to using the wash rack on Taxiway 2, 634-1418/1289.

## MWLK Smart Pack

- **Foreign Object Damage (FOD) Walks.** The visiting squadrons are required to perform daily FOD walks of their hardstands, maintenance areas, and immediate areas around building 3440 to include all adjacent taxiways.
- **Noise Abatement.** To alleviate the concern over aircraft noise levels in the communities surrounding KAB, many noise abatement restrictions have been placed on the U.S. military airfields in Okinawa. Noise abatement is a **politically sensitive issue** and in-flight violations can easily escalate into an international incident. To avoid such crisis, numerous noise abatement policies and procedures have been established to ensure squadrons operating in Okinawa understand these restrictions. 18<sup>th</sup> Wing Instruction 13-203, KAB Noise Abatement Policies and Procedures, Chapter 6, establishes policies and procedures for noise abatement. This instruction should be reviewed thoroughly on the KAB website at <http://www.kadena.af.mil/>, located under 18<sup>th</sup> Wing publications. Other higher headquarters (HHQ) documents address this sensitive issue such as the JCS Memorandum by the Joint Subcommittee on Aircraft Noise Abatement (see Appendix G). The above-mentioned 18<sup>th</sup> Wing Instruction 13-203 is in strict compliance with this Joint Memorandum. Noise abatement criteria are designed to minimize undesirable effects of aircraft noise without jeopardizing U.S. Forces Japan missions. The following are additional noise abatement procedures to minimize aircraft noise to the surrounding community:
  - Airfield traffic pattern configurations, including entry and exit routes, are designed to avoid flight over densely populated areas, including schools and hospitals.
  - Aircraft in the vicinity of KAB should maintain a minimum of 1000 ft Mean Sea Level (MSL) except during flights on approved Visual Flight Rules (VFR) entry and exit routes, during takeoff and landing, in the VFR traffic pattern, when directed by ATC, or on instrument approaches.
  - Quiet hours have been established between 2200 and 0600 Monday through Saturday.

#### **MWLK Smart Pack**

- **No local flying on Sunday**
- Jet engines should not be tested between the hours of 1800 and 0800 unless effective noise suppressers are used.
- For fighter attack aircraft all weekend operations except pass through cross country flight and deployments to from Kadena require 18<sup>th</sup> OG/CC approval via MWLK OIC.

**Okinawa Training Ranges.** To schedule transient aircraft aviation training within the ranges depicted on the Okinawa training ranges map on the following page, fill out the range request portion of the Transient Aircraft and Personnel Support Request (TAPSR /Appendix L). To schedule aviation training activities within the same training ranges while deployed to Kadena Air Base as a squadron or detachment, contact the MWLK operations section with your range training requirements. Ranges can be schedule prior to arrival for all units. To find the specific limitations on usage and type of ordnance allowed within the various ranges, access the 18<sup>th</sup> Wing instruction 13-204 titled Weapons Ranges (18WGI 13-204) on the 18<sup>th</sup> Wing webpage at <http://www.e-publishing.af.mil/search.asp?keyword=13-204>

**OKINAWA TRAINING RANGES**

**SHOVEL**  
ALTITUDE: 1,000 TO FLASS  
ORDNANCE: SFC TO UNLIMITED WITHIN CONFINES OF W-178 SUPERSONIC CHMFT & FLAMES

**W-178 (NORTHERN OKINAWA)**  
USAGE: 1000L-2000L, SAT. CLOSED DUM  
ORDNANCE: AIR TO AIR FFWO, USABO ALL CONVENTIONAL AIRCRAFT ORDNANCE RESERVE

**W-173A (ACM NORTH RANGE)**  
USAGE: 1000L-2000L, SAT. ONLY  
ALTITUDE: 3,000-60,000  
ORDNANCE: NONE

**W-173B (ACM SOUTH RANGE)**  
USAGE: 1000L-2000L, SAT. ONLY  
ALTITUDE: 3,000-60,000  
ORDNANCE: NONE

**MEVEX NORTH TRAINING AREA (NTA)**  
ALTITUDE: 6,000-60,000 MSL

**MEVEX CENTRAL TRAINING AREA (CTA)**  
ALTITUDE: 6,000-60,000 MSL

**W-178 (TORI SHIMA)**  
USAGE: 1000L-2000L, SAT. ONLY  
ALTITUDE: SURFACE-15,000  
ORDNANCE: AIR TO GROUND BOMBING, GUNNERY USABO ALL CONVENTIONAL AIRCRAFT ORDNANCE LESS THAN 1,000 POUNDS BOMBS USED AT NIGHT FOR FLAMES DROPPED PRACTICE AIR ORDNANCE DELIVERY AND PHOTO FLASH CARTRIDGE CROPS, SUPERSONIC ORDNANCE DISPOSAL AUTHORIZED

**W-174A (JUMME JIMA RANGE)**  
USAGE: 1000L-2000L, SAT. ONLY  
ALTITUDE: SURFACE-15,000  
ORDNANCE: AIR TO GROUND BOMBING, GUNNERY USABO ALL PRACTICE AND INERT ORDNANCE FLAMES, PHOTO FLASH AND TYPOT AIRCRAFT ORDNANCE

**W-174 (DESUNA JIMA RANGE)**  
USAGE: 1000L-2000L, SAT. ONLY  
ALTITUDE: SURFACE-15,000  
ORDNANCE: AIR TO GROUND BOMBING, GUNNERY USABO ALL PRACTICE AND INERT ORDNANCE FLAMES, PHOTO FLASH AND TYPOT AIRCRAFT ORDNANCE

**SOUTH EAST TRAINING AREA (SETA)**  
ALTITUDE: 15,000-60,000 MSL  
ORDNANCE: AIR TO AIR FFWO, USABO ALL CONVENTIONAL AIRCRAFT ORDNANCE

**W-172 (ISO OKINAWA)**  
ALTITUDE: UNLIMITED  
ORDNANCE: AIR TO AIR FFWO, USABO ALL CONVENTIONAL AIRCRAFT ORDNANCE

**W-178 A W-178A (IE SHIMA)**  
USAGE: 1000L-2000L, SAT. ONLY  
ALTITUDE: SURFACE-15,000  
ORDNANCE: AIR TO GROUND BOMBING, GUNNERY USABO ALL PRACTICE AND INERT ORDNANCE FLAMES, PHOTO FLASH AND TYPOT AIRCRAFT ORDNANCE

**MEVEX NORTH TRAINING AREA (NTA)**  
ALTITUDE: 6,000-60,000 MSL

**W-173 (HOTEL-HOTEL)**  
USAGE: 1000L-2000L, SAT. ONLY  
ALTITUDE: UNLIMITED  
ORDNANCE: ALL CONVENTIONAL NAVAL AND AIRCRAFT ORDNANCE

**W-173C**  
USAGE: 1000L-2000L, SAT. ONLY  
ALTITUDE: UNLIMITED  
ORDNANCE: AIR TO AIR FFWO, USABO ALL TYPES OF CONVENTIONAL AIRCRAFT ORDNANCE

**W-180 (AREA MISS-AREA)**  
USAGE: 1000L-2000L, SAT. ONLY  
ALTITUDE: UNLIMITED  
ORDNANCE: SURFACE TO AIR, SURFACE TO SURFACE, AIR TO AIR, USABO ALL CONVENTIONAL NAVAL AND AIRCRAFT ORDNANCE

**W-181 (AREA GOLF-GOLF)**  
USAGE: CONTINUOUS RESERVE BY NOTAM  
ALTITUDE: SURFACE TO AIR  
ORDNANCE: ALL CONVENTIONAL AIRCRAFT ORDNANCE

**W-184 (AREA INDIA-INDIA)**  
USAGE: 1000L-2000L, SAT. ONLY  
ALTITUDE: UNLIMITED  
ORDNANCE: SURFACE TO AIR, SURFACE TO SURFACE, AIR TO AIR, USABO ALL CONVENTIONAL NAVAL AND AIRCRAFT ORDNANCE

**W-182 & W-183A (JUNO DAITO JIMA)**  
USAGE: 1000L-2000L, SAT. ONLY  
ALTITUDE: UNLIMITED  
ORDNANCE: SHIP TO SHORE AND AIR TO GROUND GUNNERY AND BOMBING USABO ALL CONVENTIONAL NAVAL AND AIRCRAFT ORDNANCE, LASER CERTIFIED

**MOBILE 3**  
ALTITUDE: 1,000 TO FLASS  
ORDNANCE: SFC TO UNLIMITED WITHIN CONFINES OF W-172 SUPERSONIC CHMFT & FLAMES

**DOWN UNDER**  
Aerial Test-Flights

**U.S. AIR FORCE**  
CONTROLLING AGENCY  
634-4707 / 4502

**U.S. NAVY**  
CONTROLLING AGENCY  
634-3675

**U.S. MARINES**  
CONTROLLING AGENCY  
622-7233

**SWERVE LOCATIONS**

| KADUNA   | 1107 JIMA   | SHIMOKI SHIMA   | NARA   |
|----------|-------------|-----------------|--------|
| (KADUNA) | (1107 JIMA) | (SHIMOKI SHIMA) | (NARA) |

MAP NOT TO SCALE  
GENERAL RANGE INFORMATION ONLY  
NOT FOR NAVIGATIONAL OR FLIGHT PLANNING PURPOSES  
POC: MARINE WING LIAISON KADENA, OPERATIONS 634-2079

## **MWLK Smart Pack**

### **MWLK Motor Transportation Section**

The MWLK Motor Transport (MT) section consists of a MWLK MT/MHE Chief, MT Dispatcher, MHE operator and several refuelers/MT vehicle operators. The MT section will provide government and tactical support as well coordinate rental vehicles for visiting squadrons/detachments as requested via deploying unit's Direct Support Request (DSR). Pre-deployment phone coordination with the MWLK MT/MHE Chief can provide specific details, but annotation of vehicle requirements in the DSR is critical to ensure availability upon arrival. All vehicle procurements will be conducted via MWLK MT/MHE Chief.

**It is highly recommended all SOFA/OF-346 license be obtained prior to your arrival. To read the SOFA license study guide and Japanese road signs booklet, visit the MWLK website and click on the SOFA license and Japanese road sign study booklet.**

<http://www.1maw.usmc.mil/> All deploying squadrons/detachments vehicle requests need to be submitted to the MWLK MT/MHE Chief (Fax # 634-4405) via the MAG-12 S-4 at least 24 hours prior to vehicle pickup.

- **Turn Det Transportation.** The MWLK Motor Transport section will provide, when available, (1) GME passenger van to squadron turn detachments or maintenance detachments upon request prior to arrival Kadena Air Base. Visiting squadron personnel requesting this vehicle will be required to possess a valid OF-346 license. MWLK personnel are not responsible for transporting squadron personnel TAD to Kadena Air Base to/from Naha International Airport or other locations on Okinawa. This GME vehicle service is not associated with the "transient aircrew vehicle ", which is exclusively for use by transient aircrews.
- **Garrison Mobile Equipment (GME) Support:** All U.S. Marine Corps Government vehicles require trip tickets stamped "off base" and expire after 24 hours. If a toll pass is required, a limited number of passes will be permitted by the MWLK MT/MHE Chief. All enlisted operators must have an OF-346 license with Kanji stamp to operate garrison mobile equipment (GME) vehicles in Okinawa, Japan. Officers are not authorized to operate Marine Corps (GME) however, officers are authorized to operate Fuji contracted rental vehicles with a valid SOFA license.
- **Tactical Support Vehicles:** All operators of tactical vehicles issued by MWLK must contact the MT Dispatcher(s)

**MWLK Smart Pack**

at 632-6244 or 632-0147. A 24 hour notice is required for issue of any tactical support vehicle. All operators will ensure that the vehicle is kept clean and topped off with fuel upon return to building 762. The Commanding General, 1<sup>st</sup> MAW approval is required for operating 5 ton or larger vehicles on wet roads in Okinawa. MWLK MT/MHE Chief will coordinate obtaining a wet weather permit for all deployed units.

- **Military Heavy Equipment (MHE) Support:** The MWLK MT section provides MHE support to deployed squadrons/detachments for movement of cargo and pallets. MHE is limited at MWLK so prior notification of specific MHE support requirements should be identified in the deploying unit's DSR to ensure availability. The MWLK MT/MHE Chief will coordinate with other 1<sup>st</sup> MAW units for MHE requirements that are beyond the MWLK Table of Equipment (T/E). All specific cargo dimensions and movement requirements should also be identified in the DSR. Squadron/detachment logistics personnel must ensure all cargo is correctly palletized for transportation. The following is a list of heavy equipment assigned to MWLK:

- One (1) 7.5 Ton Crane
- One (1) 10,000 lb Forklift (TRAM)
- One (1) 4,000 lb Forklift (DTC)

- **Rental Vehicles:** Naval facility (NAVFAC) Far East rental vehicles are authorized at all facilities aboard Kadena Air Base but not at off-base establishments such as bars, clubs, or restaurants. NAVFAC rental vehicles may be parked at the Kadena USO located at Gate 2.

- All rental vehicles that are procured through MWLK will be signed for by deployed squadron personnel from the NAVFAC Far East transportation office located on Kadena Air Base. Prior to squadron detachment departure, all vehicles must be topped off with fuel and cleaned before return. MWLK will provide assistance in coordinating pick up and returns of rental vehicles.
- Those individuals whose license was faxed to MWLK for the purpose of reserving vehicles must be physically



## **MWLK Smart Pack**

**present at the NAVFAC Transportation office with a valid SOFA license at the time of pick-up.**

- o Flight line access passes must be obtained prior to operating aboard the KAB flight line. Flight line access passes are stringently controlled by 18<sup>th</sup> Wing/18<sup>th</sup> OSS base operations. Upon arrival at KAB, squadron personnel may contact the MWLK MT/MHE Chief for information on obtaining these permits.
- o Only those certified with a (Certificate of Competency License) AF-483 will be authorized to operate non-contract rental vehicles with a (PMV) flight line pass on the flight line.
- **Licensing Procedures:** All vehicles including special purpose equipment vehicles operating on the flight line require a valid AF-483 (Flight Line Operators License/Permit) for each operator. Contact the motor transport section for study guides, tests, and license/permit requirements. Flight Line violations may result in the loss of driving privileges and vehicle access to the flight line. The AF form 483 is obtained by taking a written test upon arrival at KAB.
  - o **If a rental or government vehicle is involved in an accident the driver needs to contact Foster PMO at 645-3718, Kadena Security Forces @ 911 and the MWLK MT/MHE chief at 634-2125 or MT dispatcher at 632-632-6244. After working hours, contact MWLK SDO cell phone at #090-6861-4932. Do not move the vehicle from the scene until instructed to do so by the Military Police or Japanese Police.**
- **Aircraft Refueling Operations.** MWLK MT section provides fixed and rotary wing aircraft refueling support to deployed squadrons/detachments and local MAG-36 aircraft. The following information is provided relative to refueling operations at KAB:
  - o Refueling operations are conducted during normal airfield operating hours and can be requested within the Transient Aircraft and Personnel Support Request (TAPSR) Appendix L, which is forwarded to the MWLK Operations Section. Any questions concerning refueling operations can be directed to the MWLK MT/MHE Chief, 632-6244.



## **MWLK Smart Pack**

- In the event that two squadrons are awaiting fuel simultaneously, priority will be determined by the flight schedule. Please note MWLK is required to follow 18<sup>th</sup> Wing regulations at all times while refueling aircraft.
- All aircraft should be chocked and grounded during refueling operations. There should be two (2) people on or near the aircraft while the aircraft is being refueled. Each aircraft is required to have a fuel card with the tail number on it. No maintenance will be performed on the aircraft while being refueled. The pilot's hand will remain visible at all times during refueling.
- Hot Pit refueling operations can be conducted at KAB. A minimum 72-hour notice by deploying squadrons/detachments is required to coordinate logistics and operational requirements for these operations. Any requests or questions concerning hot pit refueling operations can be directed to the MWLK MT/MHE Chief, 632-6244.
- Simultaneous hot pit refueling is authorized aboard KAB between F-15 and F/A 18 or AV-8 A/C but... requires a week prior notice (five working days) in order that liaison can be made with 18th Wing organizations. Contact the MWLK MT/MHE Chief for coordinating instructions @ 634-2125.
- **Hazardous Material Assistance.** The MWLK will provide deployed squadrons/detachments with Hazardous Material (HazMat) handling assistance in accordance with the following procedures:
  - The MWLK Hazardous Material (HazMat) Coordinator within the MT section can be reached at 632-6242/6244. MWLK will assist deployed squadrons/detachments with hazardous material control while at KAB.
  - Units must provide a Material Safety Data Sheet (MSDS) list of HazMat to be transported to KAB during deployment. Storage areas for hazardous material will be provided.

### **MWLK Smart Pack**

- o The MWLK HazMat Coordinator will conduct a weekly inspection of hazardous materials with the squadron HazMat representative to ensure strict compliance to directives.
- o The squadron HazMat representative will turn in all HazMat between the hours of 1500-1600 daily. Fuel spills will be reported to the MWLK HazMat Coordinator IMMEDIATELY at 632-6242/6244. For after hour spills, immediately contact the MWLK HazMat Coordinator and the 18<sup>th</sup> Wing Fire Department at 911, then inform Base Operations at 634-3118. Emergency spill kits will be provided and signed for by the squadron HazMat representative.
- o Squadrons will ensure all HazMat is collected and turned in prior to redeployment. The MWLK HazMat Coordinator and the squadron HazMat representative will conduct a final inspection prior to redeployment of the visiting unit.

### **MWLK Support Equipment Detachment (SED)**

The MWLK SED consists of a SED Chief and limited Ground Support Equipment (GSE) maintenance/repair personnel. The mission of the MWLK SED is to provide support for day-to-day and contingency operations to 1<sup>st</sup> MAW and U.S. Navy fixed and rotary wing aircraft. An extensive support role has been established for the U.S Navy P-3 aircraft at KAB. This mission requires a variety of common support equipment (SE) and weapons support equipment (WSE) to be staged and maintained on the KAB flight line. **SED is a scheduled and minor maintenance activity only!** The following important information is provided relative to SED operations:

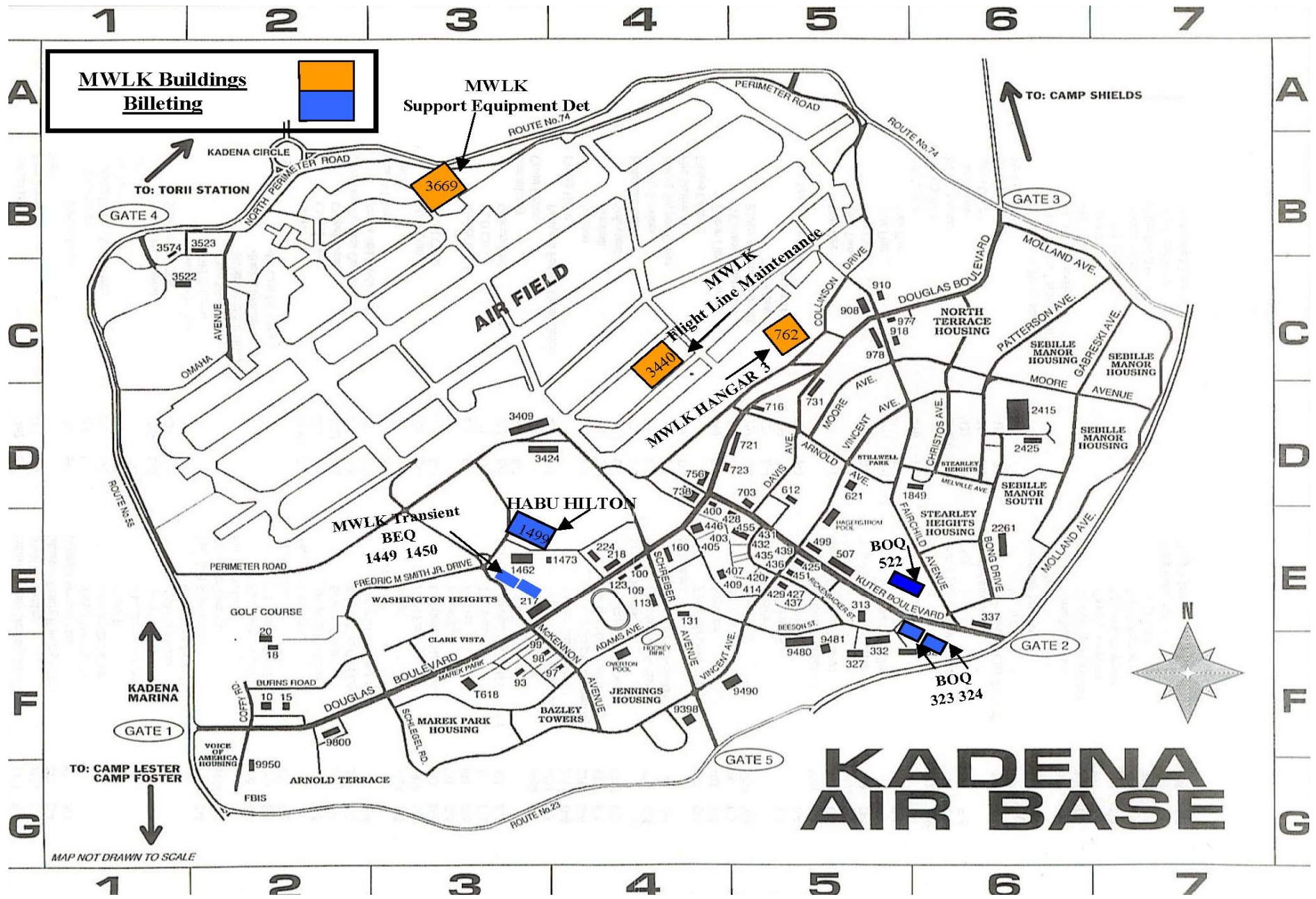
- **Equipment availability.** The MWLK SED has the following GSE: tow tractors; mobile electric power plants; hydraulic test stands and various aircraft jacks. Deploying squadrons/detachments provide other GSE by ensuring those items, which are not available at the MWLK SED are included in the unit embarkation plan.
- **SE facility.** The SED compound is located in building #3669, across the flight line from hangar 3 and west of the

#### **MWLK Smart Pack**

P-3 hanger on Walker road. The phone number to SED is (DSN 634-6575). The SED duty after hours cell phone number is 090-6861-4901/2.

- **SE issue.** All support equipment (SE) can be checked out immediately upon arriving at KAB from SED. All squadron personnel desiring to check out or use SE are required to have a valid support equipment license and flight line drivers license.
- **SE refueling.** All SE can be fueled directly behind the SE compound during normal working hours. The SE should be filled immediately after check out to avoid any refueling inconvenience due to the distance between the MWLK hanger and the SED compound.
- **Cryogenics.** Cryogenics support is also provided by SED. Servicing for LAU-7 Tubes, Nitrogen Carts and Spen Carts is performed by SED at the cryogenics pad (located at building 3679). All cryogenics gear will be serviced when returned to SED.
- **SE limitations.** Due to the limited amount of SE available at the MWLK SED, SE will be checked out on an as-needed basis and should be returned immediately.
- **Deployment support requests.** All SE requirements for deploying squadrons/detachments must be identified in the DSR or Logistical Support Request (LSR), which is sent to MWLK SED prior to deployment. The MWLK SED will reply via naval message to the requesting unit, informing the squadron/detachment of shortfalls in SE availability at KAB. This MWLK SED message response will ensure deploying units understand SE limitations at the MWLK SED and should prompt units to coordinate the embark of these SE shortfall with MAG-12/MALS-12.
- **Augment personnel.** Squadron/detachment SE personnel augmentation will be required depending on the operational demands of the deployments. Those individuals identified as augments will report to SED for duty immediately upon arrival at KAB. At a minimal, (1) 6073 & (1) 6072 will be provided by deploying units for augmentation to the SED.
- **SE check-in.** All SE must be returned when recalled for scheduled maintenance. Additionally, all SE must be returned prior to squadron redeployment.

# Appendix A



| <b>Facilities</b>  | <b>Bldg.</b> | <b>Location</b> | <b>Facilities</b>                     | <b>Bldg.</b> | <b>Location</b> |
|--|--------------|-----------------|---------------------------------------|--------------|-----------------|
| Accounting/Finance   | 721          | D-5             | Military And Civilian Personnel       | 721          | D-5             |
| American Red Cross   | 910          | C-5             | Military Clothing Sales               | 612          | E-5             |
| Airmen's Attic   | 1462         | E-3             | Military Family Housing Self-Help     | 1473         | E-4             |
| Auto Resale Lot  | 446          | E-4             | Naval Air Facility                    | 3574         | B-1             |
| Bank:  |              |                 | Okinawa Family Housing Office         | 217          | E-4             |
| NationsBank  | 409          | E-5             | Olympic Services Mall                 | 97           | F-4             |
| Base Exchange  | 414          | E-5             | -Barber/Hair Stylist                  |              |                 |
| Billing Office (Shogun Inn)                                  | 332          | E-5             | -Laundry/Dry Clean                    |              |                 |
| Bus Terminal   | 432          | E-5             | -Video Rental                         |              |                 |
| Cafeterias:  |              |                 | -Clothing Alterations                 |              |                 |
| Passenger Terminal   | 3409         | D-3             | -Waterbed Store                       |              |                 |
| Main Street, USA   | 429          | E-5             | -Anthony's Pizza                      |              |                 |
| -Anthony's Pizza   |              |                 | -Automated Teller Machine             |              |                 |
| -Tiki Cafeteria  |              |                 | Pass And Registration                 | 721          | E-4             |
| -Chop Stix (Chinese Food)                                    |              |                 | Passenger Terminal                    | 3409         | D-3             |
| -Robin Hood Sandwich Shoppe                                  |              |                 | Postal Services:                      |              |                 |
| -Baskin Robbins Ice Cream                                    |              |                 | Postal Service Center 79              | 405          | E-5             |
| -La Casa De Amigos   |              |                 | U.S. Post Office / PSC 80             | 160          | E-4             |
| Chapel:  |              |                 | REACH Center                          | 455          | E-5             |
| Chapel One   | 9800         | F-2             | Recreation Activities:                |              |                 |
| Chapel Two   | 425          | E-5             | Arts & Crafts Center                  | 435          | E-5             |
| Chapel Three   | 2425         | D-6             | Bowling Center                        | 113          | E-4             |
| Child Development Center                                     | 439          | E-5             | Banyan Tree Golf Course               | 20           | F-2             |
| Annex and Pre-School   | 327          | F-5             | Chibana Golf Course                   |              | A-6             |
| Class VI Store   | 224          | E-4             | Restaurants:                          |              |                 |
| Clinic:  |              |                 | Italian                               | 3424         | D-3             |
| Main Clinic  | 703          | D-4             | Jack's Place                          | 9950         | G-2             |
| Dental Clinic  | 428          | E-5             | La Paloma (Mexican)                   | 723          | D-5             |
| Clubs:   |              |                 | Burger King                           | 978          | C-5             |
| Airmen's Club  | 431          | E-5             | Popeyes                               | 918          | C-5             |
| NCO Club   | 621          | D-5             | Tee House                             | 18           | F-2             |
| Officers Club  | 313          | E-5             | Schilling Community Activities Center | 455          | E-5             |
| Commissary   | 407          | E-5             | Schools (DoDDS):                      |              |                 |
| Credit Union:  |              |                 | Bob Hope Primary                      | 9480         | F-5             |
| Pentagon Federal Credit Union                                | 420          | E-5             | Amelia Earhart Intermediate           | 9481         | F-5             |
| Dining Halls:  |              |                 | Kadena Elementary                     | 2415         | D-6             |
| Johnson  | 131          | E-4             | Stearley Heights Elementary           | 2261         | E-6             |
| Marshall   | 716          | D-5             | Kadena Middle School                  | 9398         | F-4             |
| Strickland   | 3522         | C-1             | Kadena High School                    | 9490         | F-5             |
| Education Office   | 721          | D-5             | Service Stations:                     |              |                 |
| Family Services  | 1462         | E-3             | Fairchild Gas Station                 | 977          | C-6             |
| Family Support Center  | 99           | F-3             | Main Store/Service/Gas                | 218          | E-4             |
| Fire Station #1  | 738          | D-4             | Shoppettes:                           |              |                 |
| Fitness Centers:   |              |                 | Fairchild (Open 24 hours)             | 977          | C-6             |
| Falcon Fitness Center  | 499          | E-5             | Keystone                              | 403          | E-5             |
| O'Connor Gymnasium   | 100          | E-4             | Olympic                               | 98           | F-3             |
| Risner Athletic Complex                                      | 109          | E-4             | "Navy Side"                           | 3523         | B-2             |
| -Tennis Center   | 123          | E-4             | Swimming Pools:                       |              |                 |
| -Running Track   | 109          | E-4             | Hagerstrom                            |              | E-5             |
| Four Seasons/Toyland   | 93           | F-3             | Overton                               |              | F-4             |
| Gates:   |              |                 | Kadena High School                    | 9490         | F-5             |
| Gate One   |              | F-1             | Theater (Keystone Theater)            | 446          | E-5             |
| Gate Two   |              | E-6             | Thrift Shop                           | 1462         | E-3             |
| Gate Three   |              | B-6             | Telephone Customer Service            | 400          | D-5             |
| Gate Four  |              | B-1             | Temporary Lodging Facilities:         |              |                 |
| Gate Five  |              | F-4             | Bldg. 332                             |              | F-5             |
| Gift Corner  | 436          | E-5             | Bldg. 507                             |              | E-5             |
| Hockey Rink  |              | F-4             | Hershey TLF                           | 437          | E-5             |
| Karing Kennels   | 54300        | A-6             | Traffic Management Office             | 756          | D-5             |
| Laundromat   | 427          | E-5             | USO                                   | 337          | E-6             |
| Legal Office   | 15           | F-2             | Youth Activities:                     |              |                 |
| Library  | 451          | E-5             | Teen Center (Club EFX)                | T618         | F-3             |
| Market Place   | 409          | E-5             | Youth Center                          | 1849         | D-6             |
| -Food Court (Pizza, Sandwiches,<br>Frankfurters, Cappuccino) |              |                 | Veterinary Services                   | 731          | D-5             |
| -AAFES Concessionaires                                       |              |                 | Video Rental:                         |              |                 |
| -Book Store  |              |                 | Home Box Video                        | 977          | C-6             |
| -Arcade  |              |                 | Olympic Services Mall                 | 97           | F-4             |
| -Barber/Hair Stylist   |              |                 | Olympic Shoppette                     | 98           | F-3             |
| -Audio/Video Stores  |              |                 | Keystone Shoppette                    | 403          | E-5             |
| -Film Developing   |              |                 | BX Marketplace                        | 409          | E-5             |
| -Pack And Wrap   |              |                 | Shogun Inn                            | 332          | E-5             |
| -Automated Teller Machine                                    |              |                 | Wing Headquarters                     | 10           | F-2             |
|  |              |                 | Wing Safety                           | 908          | C-5             |

**Appendix B  
Phone Directory**

**MWLK POINT OF CONTACTS**

| <b>Title</b>              | <b>Number</b> |
|---------------------------|---------------|
| OIC                       | 632-7148      |
| AOIC/SNCOIC               | 634-3858      |
| SED SNCOIC                | 634-8396      |
| SED Chief                 | 634-6575      |
|                           | 634-6477      |
| SED Duty NCO/PO           | 090-6861-4902 |
| SED Duty Keys after hours | 090-6861-4901 |
| Operations Chief          | 634-2079      |
| Operations NCO            | 634-1317      |
| Operations FAX            | 634-6193      |
| Ord Chief                 | 632-6175      |
| MT/MHE Chief              | 634-2125      |
| MT Dispatcher             | 632-6242      |
| Admin/ISC                 | 632-7151/2    |
| Barracks Manager          | 634-3463      |
| Logistics NCOIC           | 632-7154      |
| HazMat Coordinator        | 634-6242      |
| SDO Cell Phone            | 090-6861-7285 |
| DNCO                      | 090-6861-7101 |
| FAX                       | 634-4405      |

**ON BASE, OFF BASE, AUTOVON CALLS**

**Calls made from Hangar #3 (MWLK HANGAR), Building #762**

- For on base calls, dial the seven digits of the phone number.
- For off base calls Dial 99, then dial the seven digits of the phone number.

Autovon calls may be made as regular Autovon/Priority. Some operators may require an access code number; this can be obtained through the MWLK Logistics Chief upon your arrival to Kadena Air Base.

**MWLK Smart Pack**

Only AOIC and OIC phones have DSN capability for CONUS. Autovon calls made to the states require a 312 or 315 prefix.

**Calls made from the BOQ/BEQ**

For on base calls, dial the seven digits of the phone number.

The BOQ/BEQ For off base calls Dial 99, then dial the seven digits of the phone number.

**Commercial Phone Calls to CONUS**

Toll calls, to be charged against the government, will not be made by individuals to conduct other than official government business.

The following avenues are available to provide assistance in emergencies where immediate information is required by the service member from CONUS sources or areas inaccessible by non-commercial telephone means:

- Red Cross
- Navy/Marine Corps Relief
- Unit Chaplain
- Autovon Network
- Headquarters, U.S. Marine Corps, Dial autovon 312-225-7366 and ask to be connected with appropriate commercial number in CONUS.

If the above options are unavailable or inadequate, call the Squadron Adjutant at 645-7444/5/6. Your needs are recognized, especially in emergency situations. The methods cited in the paragraphs above are the most cost efficient way of making that happen.

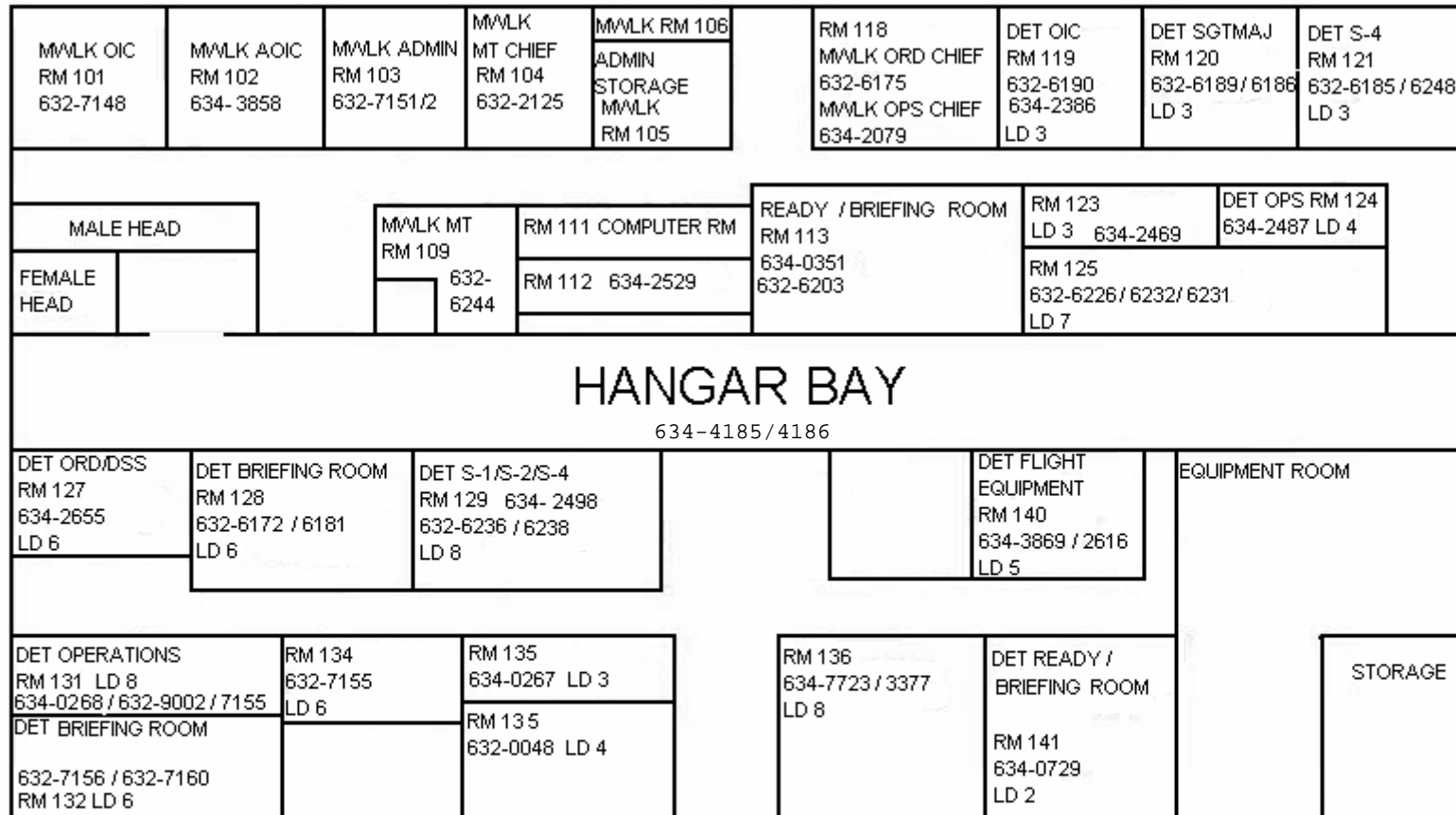
**Commercial Phone Calls from CONUS**

- Dial 011-81-611-XXXX

**Operators**

- Kadena 630-1110
- Foster 640-1000

**Appendix C**  
**Building 762, Hangar 3 Diagram**

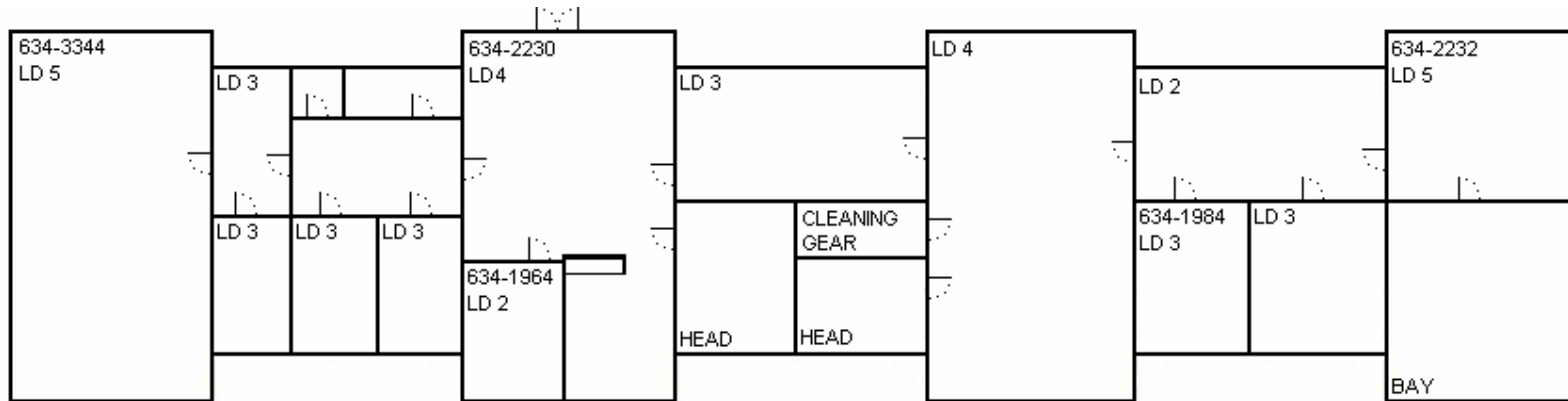


**RM = Room**  
**LD = LAN Drops**



## Appendix D

### Building 3440, Flight Line Maintenance Diagram



LD = LAN Drops

Appendix E

Entry Authorization Listing

| Last Name | First Name | Int | Grade | SSN | Clearance | Sex |
|-----------|------------|-----|-------|-----|-----------|-----|
|           |            |     |       |     |           |     |
|           |            |     |       |     |           |     |
|           |            |     |       |     |           |     |
|           |            |     |       |     |           |     |
|           |            |     |       |     |           |     |
|           |            |     |       |     |           |     |
|           |            |     |       |     |           |     |
|           |            |     |       |     |           |     |
|           |            |     |       |     |           |     |
|           |            |     |       |     |           |     |

## Appendix F

### EXPLOSIVE CLEARANCE WORKSHEET (REQUEST/NOTIFICATION)

|  |   |                                    |                  |              |                          |                       |  |     |        |     |        |             |        |             |        |
|--|---|------------------------------------|------------------|--------------|--------------------------|-----------------------|--|-----|--------|-----|--------|-------------|--------|-------------|--------|
| <input type="checkbox"/> SAAM<br><input type="checkbox"/> INBOUND<br><input type="checkbox"/> ENROUTE<br><input type="checkbox"/> OUTBOUND | <input type="checkbox"/> HOT SPOT?<br><input type="checkbox"/> YES<br><input type="checkbox"/> NO | MISSION # / TYPE AIRCRAFT / TAIL # |                  |              |                          | ROUTING (APOE / APOD) |  |     |        | ETD | TIME-L | Day         | Month  | Julian Date | TIME-Z |
|  |   |                                    |                  |              |                          |                       |  |     |        |     |        |             |        |             |        |
|  |   | REQUESTING OFFICIAL / STATION      | TELEPHONE NUMBER | FAX NUMBER   | EMAIL ADDRESS            |                       |  | ETA | TIME-L | Day | Month  | Julian Date | TIME-Z |             |        |
|  |   | (RODN) Kadena, AB Japan            | 315-634-0007     | 315-634-1759 | 733airlift@kadena.af.mil |                       |  |     |        |     |        |             |        |             |        |

|                               | NOMENCLATURE (PSN) | T.C.N. | Dest | PCS | WEIGHT | CUBE                       | UN # | Cla/Div | NEW(Kg) | C/C | Cnsgne | Pack-Para. | NSN   | IBD | P-Code | PLT/LSS | REMARKS |
|-------------------------------|--------------------|--------|------|-----|--------|----------------------------|------|---------|---------|-----|--------|------------|-------|-----|--------|---------|---------|
| 1                             |                    |        |      |     |        |                            |      |         |         |     |        |            |       |     |        |         |         |
| 2                             |                    |        |      |     |        |                            |      |         |         |     |        |            |       |     |        |         |         |
| 3                             |                    |        |      |     |        |                            |      |         |         |     |        |            |       |     |        |         |         |
| 4                             |                    |        |      |     |        |                            |      |         |         |     |        |            |       |     |        |         |         |
| 5                             |                    |        |      |     |        |                            |      |         |         |     |        |            |       |     |        |         |         |
| 6                             |                    |        |      |     |        |                            |      |         |         |     |        |            |       |     |        |         |         |
| 7                             |                    |        |      |     |        |                            |      |         |         |     |        |            |       |     |        |         |         |
| 8                             |                    |        |      |     |        |                            |      |         |         |     |        |            |       |     |        |         |         |
| 9                             |                    |        |      |     |        |                            |      |         |         |     |        |            |       |     |        |         |         |
| <b>TOTAL SHIPMENT WEIGHT:</b> |                    |        |      |     | 0      | <b>TOTAL SHIPMENT NEW:</b> |      |         |         |     | 0.0000 | KGS        | 0 LBS |     |        |         |         |

|                     |                |             |        |  |
|---------------------|----------------|-------------|--------|--|
| AGENCIES NOTIFIED   | MODE           | Julian Date | TIME-Z |  |
| DOWNLINE STATIONS   | EMAIL          |             |        |  |
| XOG "Bookies"       | EMAIL          |             |        |  |
| SPECIAL PLANNING    | EMAIL/FAX      |             |        |  |
| AMCC (ATOC/C2/MACC) | EMAIL/FAX      |             |        |  |
| 18TH MUNS           | FAX (632-5043) |             |        |  |
| FIRE DEPT           | FAX (S/P)      |             |        |  |
| BASE OPS            | FAX (ATOC)     |             |        |  |
|                     |                |             |        |  |
|                     |                |             |        |  |
|                     |                |             |        |  |
|                     |                |             |        |  |

|                                    |             |        |         |
|------------------------------------|-------------|--------|---------|
| STATION CONTROL NUMBER:            |             |        |         |
|                                    |             |        |         |
| CLEARED BY                         | Julian Date | TIME-Z | REMARKS |
|                                    |             |        |         |
|                                    |             |        |         |
|                                    |             |        |         |
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|                                    |             |        |         |
|                                    |             |        |         |
|                                    |             |        |         |
|                                    |             |        |         |
| THIS REQUEST IS CLEARED OR DENIED? |             |        |         |
| IF DENIED, REASON WHY:             |             |        |         |

## Appendix G

These minutes are considered as official documents pertaining to both governments and will not be released without mutual agreement.

### AIRCRAFT NOISE ABATEMENT SUBCOMMITTEE

26 March 1996

MEMORANDUM FOR: The Joint Committee  
SUBJECT: Aircraft Noise Abatement Countermeasures at Kadena Air Base

1. The United States and Japanese Chairmen of the Aircraft Noise Abatement Subcommittee have agreed to propose the following Aircraft Noise Abatement Countermeasures at Kadena Air Base to the Joint Committee.

2. To alleviate the concern over aircraft noise levels in the communities surrounding Kadena Air Base, the procedures outlined below are designed to minimize undesirable effects of aircraft noise without jeopardizing US Forces Japan missions. Therefore, recognizing that flight safety, accomplishment of mission, and noise abatement are paramount considerations, these procedures are established.

#### 3. PROCEDURES.

a. Airfield traffic pattern configuration, including entry and exit routes, should be designed to avoid over flight of densely populated areas, including schools and hospitals, as much as possible.

b. Aircraft in the immediate vicinity (defined as the Airport Traffic Area, within 5 statute miles) of Kadena Air Base should maintain a minimum altitude of 1000 ft Mean Sea Level except: during flight on approved Visual Flight Rules (VFR) entry and exit routes, during takeoff and landing, in the VFR traffic pattern, when directed by Air Traffic Control, or on instrument approaches.

c. Flight below local traffic pattern altitudes should be avoided except when the mission so requires.

d. Aircraft flying closed traffic patterns will delay pull-up to downwind leg until passing the runway end unless otherwise directed by tower. KC-135s flying VFR patterns to runway 5L/23R will avoid densely populated area over flight as much as possible.

e. Closed traffic patterns will be flown in a clean configuration within operational constraints until aircraft are established on downwind leg. Aircraft experiencing an emergency or having a procedural requirement to do so may fly a gear down pattern.

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f. The number of aircraft conducting landing practice in the traffic pattern at Kadena Air Base should be held to the minimum consistent with training requirements.

g. Use of afterburner is limited to that required for safety of flight and operational necessity. Afterburner used for takeoff will be terminated as soon as practical.

h. Supersonic flight is prohibited during training, over land areas in the vicinity of Kadena Air Base and Okinawa Island.

i. Both flight and ground operations between the hours of 2200 and 0600 are limited to those considered necessary for US operational requirements. Night training flights are limited to the minimum required to fulfill assigned US Forces Japan missions and maintain aircrew proficiency. Unit Commanders will exert every effort to complete night flying operations as early as practical.

j. Training flights are discouraged on Sundays and are limited to those considered necessary to fulfill mission requirements. Consideration should be given to minimize training flights on days of special significance to surrounding communities, such as, Memorial Day (Irei-no-hi).

k. Unless effective noise suppressers are used, and except for those cases when operational capability or readiness would be impaired, jet engines should not be tested between the hours of 1800 and 0800.

l. In operating engine runs, silencers will be used as much as possible.

m. No aircraft will conduct acrobatic flight associated with air fighting practice in the immediate vicinity (defined as the Airport Traffic Area, within 5 statute miles) of Kadena Air Base. However, the programmed demonstration of acrobatic flight will be excepted.

n. All assigned and transient flying personnel are fully indoctrinated on and will abide by stated requirements in order to reduce the impact of aircraft noise on surrounding communities.

4. RESPONSIBILITIES. Commanders will ensure that:

a. Aircraft under their control are operated to minimize aircraft noise to the extent practicable consistent with aircraft safety and operational necessity.

b. Traffic patterns and current operational noise countermeasures are continuously reviewed to reduce public annoyance as much as possible.

These minutes are considered as official documents pertaining to both governments and will not be released without mutual agreement.

c. Pilots operating at Kadena Air Base understand the sensitivity to aircraft noise and are aware of the practical countermeasures that can minimize the problem.

d. Pilots adhere to the procedures outlined in paragraph 3.

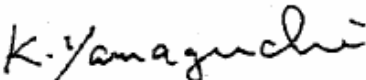
5. PUBLIC RELATIONS.

a. The 18th Wing Commander, his staff, and tenant flying unit commanders will exercise close attention to noise problems and countermeasure control. In this regard, close liaison will be maintained with local governmental and civil authorities in order to promote public understanding and mutual cooperation.


b. The 18th Wing Commander should make every effort to inform the Naha Defense Facilities Administration Bureau in advance of any communication regarding a local noise problem with local authorities or the public.

It is recommended that the above Memorandum be approved.

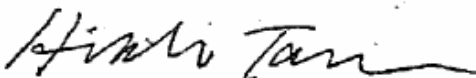
Accepted and referred to the Joint Committee on MAP. 2 6 1996


  
KINICHI YAMAGUCHI

Japanese Chairman

  
THOMAS D. ELLIS  
Major, USMC  
US Chairman

Approved by the Joint Committee on MAP. 2 8 1996

  
MASAKI ORITA  
Japanese Representative  
Joint Committee

  
PETER PACE  
Major General, US Marine Corps  
US Representative, Joint Committee

## MEMORANDUM

From: Ordnance SNCOIC, Marine Wing Liaison Kadena  
To: ALCON

Subj: DAILY ORDNANCE LOAD SPOT REQUEST

Ref: (a) Marine Wing Liaison Order 8600.1B

1. Per the reference, the following load spot request is submitted for types and quantities of munitions listed. Request aircraft be loaded on the date and load spots requested:

DATE/TIME:

LOAD SPOTS REQUESTED:

TYPE/QTY AIRCRAFT:

CALL SIGN:

| NALC | NOMENCLATURE | QTY | HC/D | NEW<br>POUNDS<br>TOTAL | NOTES |
|------|--------------|-----|------|------------------------|-------|
|      |              |     |      |                        |       |
|      |              |     |      |                        |       |
|      |              |     |      |                        |       |
|      |              |     |      |                        |       |
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|      |              |     |      |                        |       |
|      |              |     |      |                        |       |
|      |              |     |      |                        |       |
|      |              |     |      |                        |       |
|      |              |     |      |                        |       |
|      |              |     |      |                        |       |

NOTE:

REQUESTOR NAME / PHONE NUMBER

Appendix I

**LETTER OF PROCEDURES**

BETWEEN

18<sup>th</sup> OPERATIONS SUPPORT SQUADRON (18 OSS/OSAM)

AND

**(DEPLOYED SQUADRON)**

**Current Date**

**PURPOSE:** The purpose of this agreement is to establish policies, responsibilities, and procedures to file flight plans between Kadena Airfield Management Operations (AMOPS) and Deployed unit. **This agreement is valid from inclusive dates.**

**SCOPE:** To provide flight plan, flight following and weather briefing support between Deployed unit and Kadena AMOPS. Deployed unit will provide, as required, all information necessary to correctly enter proposed flights into the Government of Japan (GOJ) Airspace System. Deployed unit will conform to the procedures outlined in DOD FLIP General Planning, AFI 13-213 (Airfield Management), AFI 11-202 Vol. 3 (General Flight Rules), 18<sup>th</sup> WGI 13-201 (Air Traffic Control and Airfield Management), 18<sup>th</sup> WGI 13-202 (Flight Line Driving), and 18<sup>th</sup> WGI 13-203 (Kadena Air Base Noise Abatement Policies and Procedures).

**(Deployed unit) will:**

- a. Provide sufficient information to adequately file flight plans into the GOJ Airspace System.
- b. Provide a suitable flight schedule in lieu of a DD Form 1801 (International Flight Plan), signed by the Officer in Charge on a daily basis.
- c. Provide a schedule that includes: number and type of aircraft, call signs, estimated time of departure (ETD) in local, estimated time enroute (e.g. 1+30), pilot's name, fuel, area of flight, approval authority, and local contact number.
- d. Provide AMOPS with a copy of the next day's flight schedule by 1830L daily.  
**(Note: Fax flight plans/schedules to 634-2943. Call 634-3118 to confirm receipt)**
- e. Advise AMOPS of any additions, deletions, changes, or cancellations to the daily schedule one hour prior to proposed departure time.



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- f. Maintain an original copy of all flight planning material within their deployed operations section.
- g. Provide AMOPS with all information concerning routing and munitions relevant to search and rescue operations when needed.

**18 OSS/OSAM will:**

- a. Review the DD Form 1801/flight schedule for accuracy.
- b. Enter all flight data into the GOJ Airspace System.
- c. Coordinate with Air Traffic facilities to ensure on-time departures.
- d. Maintain a copy of the DD Form 1801/daily flight schedule for historical purposes.
- e. Use the attached sample flight plan as the designated stereo or canned route.
- f. Assist with obtainment of timely weather briefs (DD-175-1) for all Deployed unit scheduled events by a qualified weather briefer/duty forecaster.

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Deployed Unit OIC

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Airfield Manager

APPENDIX J

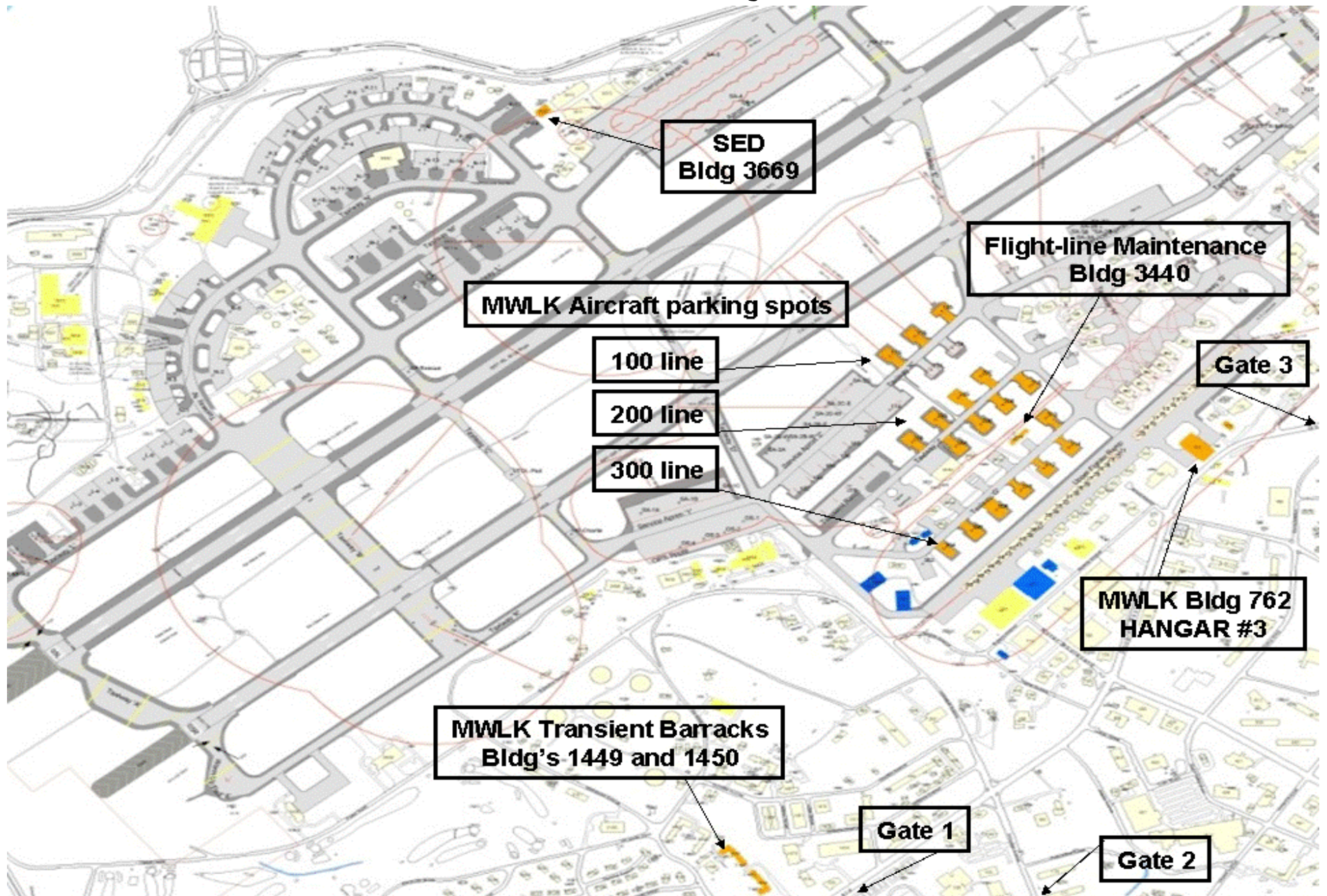
**SIPR Access at Kadena Air Base (KAB)**

1. Go to Link <http://www.Kadena.af.mil/NCC>.
2. Complete the following to initiate authorization for use:
  - a. Click on "**System Authorization Access Request**".
  - b. Complete DISA 41 form and have squadron security manager verify and sign.
  - c. Fax signed form to 18<sup>th</sup> Security Manager, 18<sup>th</sup> Communication Squadron at 634-2705. Label cover page "Attention 18<sup>th</sup> Communication Squadron Help Desk."
3. Upon arrival to KAB, the squadron security manager must provide the original DISA 41 form to the 18<sup>th</sup> Communications Squadron's help desk, located in building 400.
4. To expedite the process, the squadron security manager should notify the 18<sup>th</sup> Communications Squadron representative that the DISA form was faxed previously and account information should exist and requires verification only.
5. After the 18<sup>th</sup> Communications Squadron security manager verifies the DISA 41 form, he/she will sign the form and create a SIPR account.
6. Upon completion, the deploying squadron security manager will receive an email confirming SIPR account activation.

Note: Please direct all questions and concerns to the 18<sup>th</sup> Communications Squadron help desk technician at 634-7000 or 634-4877. Customers (squadron security managers) may sign for their account between the hours of 0700 and 1600, Monday through Friday.

APPENDIX K

MWLK Facilities and Flight-line Area



# APPENDIX L

## Transient Aircraft and Personnel Support Request (TAPSR)

| TRANSIENT AIRCRAFT AND PERSONNEL SUPPORT REQUEST (TAPSR)  |           |                    |                 |   |                                     |          |  |               |
|---|-----------|--------------------|-----------------|---|-------------------------------------|----------|--|---------------|
| This MWLK request is for USMC / USN aircraft operating at Kadena Air Base. The data provided here is required for a Prior Permission Request (PPR) and basic transient support. Failure to provide data could result in denial of flight to KAB. POC: MWLK Operations 634-1317, 634-2079. |           |                    |                 |   |                                     |          |  |               |
| <b>Section: 1</b>   |           | Date:              | Squadron:       | Aircraft ICAO to/from KAB. Departing from: - RODN - |                                     |          |  |               |
| DD/ETA(L)   | DD/ETD(L) | TYPE OF ACFT / QTY | CALL SIGN       | PPR # (Issued by 18th Wing)                         | PARKING (Issued by MWLK)            | FUEL QTY | OVERNIGHT (RON)  | REMARKS       |
|   |           |                    |                 |   |                                     |          | <input type="checkbox"/> Yes <input type="checkbox"/> No |               |
|   |           |                    |                 |   |                                     |          | <input type="checkbox"/> Yes <input type="checkbox"/> No |               |
|   |           |                    |                 |   |                                     |          | <input type="checkbox"/> Yes <input type="checkbox"/> No |               |
| Squadron POC:   |           |                    | E-Mail Address: |   |                                     | DSN:     |  | FAX: XXX-XXXX |
| <b>Section: 2</b> Support Requested (check box if required)   |           |                    |                 |   | <b>Section: 4</b> Reserved for MWLK |          |  |               |
| <input type="checkbox"/> A. Request aircraft refueler support on arrival. Qty _____ and time _____ (local).   |           |                    |                 |   | Course Rules Brief Approved:        |          |  |               |
| <input type="checkbox"/> B. Request ordnance support see Tab (A) below. MWLK ordnance is at 632-6175.   |           |                    |                 |   | DV / VIP O-6 or Above:              |          |  |               |
| <input type="checkbox"/> C. Request training range airspace see Tab (B). MWLK operations is at 634-2079.  |           |                    |                 |   | Ordnance Approved: 632-6175         |          |  |               |
| <input type="checkbox"/> D. Request 18th Wing Course Rules Brief. Contact MWLK operations at 634-2079.  |           |                    |                 |   | T/A Approved: 634-1418:             |          |  |               |
| <input type="checkbox"/> E. Request transient aircrew transportation. Contact MWLK Operations at 634-2079/1317 for availability.  |           |                    |                 |   | Base Ops Approved: 634-3118:        |          |  |               |
| <b>Section: 3</b> Information / Special Instructions  |           |                    |                 |   | Remarks:                            |          |  |               |
| 1. Contact Kadena Base Ops when call signs, arrival or departure times change. Failure to do so will result in a CANX of PPR. 18th Wing Base Ops is at 634-3118.  |           |                    |                 |   |                                     |          |  |               |
| 2. KAB Weather Office is at 634-3140 / 2710.  |           |                    |                 |   |                                     |          |  |               |
| 3. Local sorties conducted by transient aircrews will be supported by the 18th Wing T/A Line only after prior coordination and approval thru MWLK operations section at 634-1317/2079.  |           |                    |                 |   |                                     |          |  |               |
| 4. Aviators must attend a Course Rules brief prior to conducting any local flight operations within the Okinawa Ranges (locale). CG 1st MAW mandated.   |           |                    |                 |   |                                     |          |  |               |
| 5. All requests for transient aircrew must be accompanied by a valid SOFA license #.  |           |                    |                 |   |                                     |          |  |               |
| 6. The use of the transient aircrew vehicles will be coordinated locally by the MT section at 634-2125/632-6244.  |           |                    |                 |   |                                     |          |  |               |
| 7. KAB Billings Office is at 634-0677.  |           |                    |                 |   |                                     |          |  |               |
| 8. Request aircrew shuttle at KAB. Contact 18th Wing Shuttle Service at 634-0604.   |           |                    |                 |   |                                     |          |  |               |

## TAPSR Instructions

1. The TRANSIENT AIRCRAFT AND PERSONNEL SUPPORT REQUEST (TAPSR) is an MWLK request form for coordinating transient USMC / USN aircraft arrivals and departures at Kadena Air Base (KAB). The shaded area of **section 1** and the entire **section 4** of this form are for "**MWLK use only**". **Section 1** information includes the approved PPR number and A/C parking spot, which will be filled in by the MWLK operations section. All TAPSR PPRs are approved by 18th Wing Base Operations but will be processed for approval thru MWLK, with the exception of requests forwarded after hours or during holidays and weekends. These requests are called in directly to 18th Wing Base Ops by the requesting unit. The Aircraft parking spot section of the request will be coordinated with the 18th Wing Transient Alert (T/A) Line by MWLK to ensure adequate support will be available from the T/A Line to park and service A/C. During periods of high volume transient air traffic, requests may be denied, but that is the exception. Transient squadrons are required to complete **sections 1 and 2** of the TAPSR form to ensure; arrival / departure PPRs have been approved, T/A Line support is available and MWLK is alerted to all functional area support requirements for the sortie/s. The MWLK operations section will coordinate with all 18th Wing organization POCs listed on the TAPSR, with the exception of the 18th Wing shuttle and weather service. All TAPSRs must arrive for processing at the MWLK operations section by COB the last working day prior to weekends and holidays and no later than 24 hours prior to requested arrival. **Section 3** provides important additional information and special instructions.

2. This form will be the required to request support for transient aircrew activities at KAB. The TAPSR must be submitted via email to the MWLK operations section. The POCs at the MWLK Operations section are SSgt Martin (operations chief / email: [Geffrey.Martin@kadena.af.mil](mailto:Geffrey.Martin@kadena.af.mil)) and LCpl Wade (operations clerk / email: [Dustin.Wade2@kadena.af.mil](mailto:Dustin.Wade2@kadena.af.mil)). The TAPSR is not used by squadrons deployed to KAB.

### 3. TAPSR section instructions:

#### a. Section 1 will be completed by the requesting unit to include:

- > The squadron name, ETA & ETD (local) KAB, the aircraft ICAO location prior to arrival KAB and departure ICAO.
- > A/C type and # of A/C, A/C call sign/s, fuel requirement (estimation), i.e. 10K, 250 gal. and RON request.

#### b. Section 2 will be completed by the requesting unit to include:

- > Check Boxes (A) thru (E) to notify MWLK functional area support is required.
- > Contact POCs listed in this section to coordinate your functional area support requirements.
- > Check Box A for requesting A/C refueling, annotate quantity, date and times locally. If additional refueling is needed annotate in Section 1 remarks.
- > Check Box B to request ordnance load spots and submit Tab (A) located at the bottom of the spread sheet to the MWLK Ordnance Chief.
- > Check Box C to request aviation training range airspace and submit Tab (B) located at the bottom of the spread sheet to the MWLK Operations Chief.
- > Check Box D to receive the 18th Wing course rules brief. This is a CG 1st MAW mandated brief for all aircrews conducting local flights out of KAB.
- > Check Box E to request the transient aircrew van from MWLK Ops. A valid SOFA license number is required and must be presented to the MWLK Ops Chief prior to signing out the transient aircrew van.

#### c. Section 3 provides information and special instructions.

#### d. Section 4 is for 'MWLK use only' and will provide POCs that approved specific requests.

4. The TAPSR will be forwarded back to the requesting unit by the MWLK operations section upon final approval of all functional area support requested!

5. If you have any questions contact the MWLK operations section at 634-1317/2079.



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**References:**

WgO 3120.5 Marine Wing Liaison Kadena AB SOP  
ISSA N62254-01025-101 dtd Jan 01  
ISSA M67400-00304-024 dtd Dec 00  
ISSA M67400-00299-117 dtd Dec 00  
CFAO/NAFKINST 8023.2  
WGI 21-102 Wing Group Instruction (A/F)  
AFI 11-218 Air Force Instruction  
AFI 33-204 Air Force Instruction  
DOD 4500.9R Department Of Defense